

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 11-2C-21V1**

**21 OCTOBER 2020**

***Flying Operations***

***C-21 AIRCREW TRAINING***



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This volume implements Department of the Air Force Policy Directive (DAFPD) 11-2, *Aircrew Operations*, Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It establishes the aircrew training guidance for Operational Support Airlift and Executive Airlift (OSA/EA) C-21 aircraft to safely and successfully accomplish their mobility mission. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication. This manual applies to all civilian employees and uniformed members of the Regular Air Force. This manual does not apply to Air Force Reserve (AFR) or the Air National Guard (ANG). Route change requests, questions, or recommendations for amending existing course prerequisites through the Major Command (MAJCOM) training staff to the OPR. Change requests require use of the AF Form 847, *Recommendation for Change of Publication*. The OPR address is AMC/A3T, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302, [AMC.A3T@us.af.mil](mailto:AMC.A3T@us.af.mil). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, **paragraph 1.9**, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Although this

publication governs C-21 aircrew training, it also refers to requirements and guidance contained in other documents. It is recommended that a review of external references be conducted prior to their use to ensure the specific reference is current and unchanged. The Ready Aircrew Program (RAP) Tasking Memorandum (RTM) is the primary source for aircrew continuation training event frequency, where published. If a conflict exists between this manual and an externally-driven training requirement, other than frequency, comply with the guidance contained in the publication which takes precedence, unless a duly-authorized exemption or waiver is in effect. Compliance with [Attachment 2](#) in this publication is mandatory.

**SUPPLEMENTS.** Each MAJCOM equivalent or subordinate command level may supplement this Air Force Manual (AFMAN). Supplements (including local supplements) that directly implement this publication are required to be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval in accordance with AFI 11-200 and AFMAN 11-202, Volume 1, *Aircrew Training*. Supplements may be more, but not less restrictive than this manual. MAJCOMs may set training requirements lower than specified in this manual when the statement “or as specified in MAJCOM supplement” is indicated as applicable to that item or event.

## **SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include, but are not limited to: 1) Aviation Resource Management System (ARMS) codes updates to standardize them across the Mobility Air Force (MAF), 2) introduction of the Ready Aircrew Program (RAP) Tasking Memorandum (RTM) that removes tables in [Chapter 4](#) and places them into a separate document that will allow more flexible training for MAF crews.

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## Chapter 1

### GENERAL

**1.1. Overview.** This manual prescribes basic guidance for training United States Air Force C-21 aircrew according to AFMAN 11-202V1. It applies to all units operating the C-21A aircraft.

1.1.1. The primary objective of the C-21 training program is to develop and maintain a high state of mission readiness for immediate and effective employment in exercises, peacekeeping operations, contingencies, and war; and accomplish the Operational Support Airlift (OSA) or Executive Airlift (EA) missions.

1.1.2. The secondary objective is to incorporate and standardize training requirements into a single document as prescribed in AFI 11-200.

**1.2. Key Words Explained.**

1.2.1. "Will" and "shall" indicate a mandatory requirement.

1.2.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. "May" indicates an acceptable or suggested means of accomplishment.

1.2.4. "Note" indicates operating procedures, techniques, etc., which are considered essential to emphasize.

**1.3. Administration.** (Reserved for Future Use).

**1.4. Roles and Responsibilities.** AFMAN 11-202V1 outlines guidance for aircrew training.

**1.4.1. Lead Command.**

1.4.1.1. **Air Mobility Command (AMC)** is designated as the lead command for the C-21 Mission Design Series (MDS) aircraft according to DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, DAFPD 11-2, and DAFPD 10-21, *Rapid Global Mobility*. As lead command, AMC is responsible for establishing and standardizing aircrew flying training requirements in coordination with user commands.

1.4.1.2. **AMC Directorate of Operations, Strategic Deterrence, and Nuclear Integration (AMC A3/10)** .

1.4.1.2.1. AMC A3/10 is responsible for policy guidance and coordination with user commands related to C-21 training and operations.

1.4.1.2.2. AMC A3/10 delegates to AMC/A3T responsibility for Formal Training Unit (FTU) course requirements, syllabus management, training tasks, quota control, and Aircrew Training System (ATS) contract management in coordination with AMC staff agencies, operational units, contracting officer, and User Commands.

1.4.1.3. **Air Mobility Command Aircrew Operations and Training Division (AMC/A3T).** AMC/A3T is responsible for overall management of C-21 training policy and programs, as stipulated in [paragraph 1.4.1.2.2](#) As such, AMC/A3T will coordinate with User Command A3Ts (or equivalent) and issue updated ground and flying

continuation training guidance to Operations Group (OG)/CC for implementation via RTM, as necessary. Once issued, RTMs take precedence over guidance contained in this manual.

1.4.1.3.1. Course Management. AMC/A3T, in coordination with user commands, approves mission qualification training (MQT), continuation training, and locally-taught (secondary method) upgrade courses. AETC maintains a list of formal school courses on the Education & Training Course Announcements (ETCA) web site at: <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>.

1.4.1.3.2. Realistic Training Review Board (RTRB). AMC/A3T will host a RTRB biennially, or more frequently, as required. The RTRB reviews all training programs for currency, applicability, compliance, and effectiveness. Attendees should include representatives from across the C-21 community, including applicable MAJCOM staffs, applicable Numbered Air Force (NAF) staffs, FTUs, standardization and evaluation (Stan/Eval) offices, wing and squadron training offices, and contractor personnel supporting C-21 training systems.

1.4.1.3.3. Course Change Proposals. The primary venue for recommending changes to C-21 training programs is the RTRB. Otherwise, send proposals for course modifications or deletions or amending course prerequisites to AMC/A3TA through the submitter's MAJCOM chain of command for awareness/approval. AMC/A3TA coordinates MAJCOM-recommended proposals and approves and/or rejects recommendations, then amends course listings where appropriate.

1.4.1.3.4. Student Management. AMC/A3T manages student requirements for AMC-assigned personnel and executes the overall formal course allocation process on behalf of all users (see also [paragraph 1.16](#)) AMC/A3T will coordinate with the FTU to assure completion of graduate surveys on first-assignment trainees arriving from Specialized Undergraduate Pilot Training (SUPT).

1.4.2. **Training Command.** AMC is designated as the Training Command for the C-21 MDS.

1.4.3. **User Commands.**

1.4.3.1. Each Mobility Air Force (MAF) MAJCOM may set training requirements lower than specified in this instruction when the statement "or as specified in MAJCOM supplement" is indicated as applicable to that item or event.

1.4.3.2. Training Resources. User commands will evaluate training resources (aircraft, Aircrew Training Device (ATD), and aircrew) necessary to accomplish training requirements and identify known shortfalls to AMC/A3T for coordination. **(T-2)**. This evaluation should normally be accomplished during the RTRB (at a minimum).

1.4.3.3. Student Management. MAJCOM training staffs will manage student training requirements according to [paragraph 1.13](#) Each User Command maintains their own student management processes at the MAJCOM-level and coordinates student requirements and/or quotas with AMC/A3T.



1.4.3.4. Recall Procedures. Notifications to recall students from a formal school will be sent from the student's Sq/CC to OG/CC to parent MAJCOM/A3T (or equivalent) (email format is acceptable).

1.4.3.4.1. Parent MAJCOM/A3T (or equivalent) will submit an approved recall letter/email to AMC/A3TA for follow-on coordination with the FTU Registrar. Emergency recall during non-duty hours may be coordinated directly with the FTU Registrar who will follow up with coordination to AMC/A3TA on the next duty day (see also [paragraph 1.15](#) for failure to complete training). **(T-2)**. Any recall notifications in dispute will be coordinated with AMC/A3TA prior to a student's departure from the FTU. **(T-2)**.

1.4.3.4.2. Acceptable reasons for a student's recall include lengthy Down Status (formerly "duties not involving flying"), family emergencies, and extraordinary delays due to aircraft unavailability. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance. **(T-2)**.

1.4.4. **Wing Commander (Wg/CC) or Equivalent.** Wg/CCs ensure unit, local-level agencies, and facilities support aircrew ground training programs. Host and/or co-located units will develop local agreements to consolidate aircrew training support base-wide. **(T-2)**.

1.4.5. **Operations Group Commander (OG/CC) or Equivalent.**

1.4.5.1. The OG/CC (or equivalent) will convene a Training Review Panel (TRP) chaired by the OG/CC or designated representative. **(T-2)**. Panel members should include representatives from squadron training offices, tactics, operations, and safety; wing tactics (OSK), training (OST), and flight safety (SEF); and other areas as determined by the commander (i.e., Host Aviation Resource Management (HARM), Squadron Aviation Resource Management (SARM), etc.). Squadrons and detachments not collocated with their OG should participate in the primary TRP, but may conduct their own panel, as approved by their OG/CC. **Note:** It is recommended that non-collocated squadrons and/or detachments forward panel minutes to the Wing/Group Training Office (OST) for discussion at the primary TRP and inclusion in the primary TRP minutes.

1.4.5.1.1. Frequency and Documentation. Convene the TRP semi-annually and document pertinent information in TRP minutes that will be maintained for a period of two years from the date of the panel meeting (commanders may increase meeting frequency at their discretion). **(T-2)**.

1.4.5.1.2. Format and Content. The TRP should review staff and crewmember management actions necessary to complete group or squadron flight and ground training programs. Suggested TRP topics include, but are not limited to: current and forecasted flight training levels (FTL), upgrade and continuation training status, semi-annual requirement completion rates, crew position gains or losses, course critiques, instructor and examiner upgrades, and relevant discussions of Military Flight Operations Quality Assurance (MFOQA) analysis and other proactive safety action programs (i.e., Airman Safety Action Program (ASAP), Line Operations Safety Audit (LOSA), etc.) applicable to assigned weapons systems, if available. OG/CCs will review all unit-defined "X" events for relevancy to the unit's mission during the TRP.

(T-2). OG/CCs will also identify, review, and evaluate innovation proposals from STRPs and any other established methods, then flow appropriate proposals (if any) to AMC/A3T via e-mail to AMC/A3TP at [A3.A3TP.PlansandPrograms@us.af.mil](mailto:A3.A3TP.PlansandPrograms@us.af.mil).

(T-2). Units can request access to MFOQA analysis at <https://mafops.us.af.mil/Rams/Mfoga>.

1.4.5.2. OG/CC will develop and maintain procedures with their local servicing military personnel flight (MPF) for individual crewmember counseling and personnel system updates affecting service commitments incurred with training specified in this AFMAN.

(T-3). See AFMAN 11-202V1, AFI 36-2107, *Active Duty Service Commitments (ADSC)*, and/or the ETCA for more information. OG/CCs may develop additional training requirements and/or programs as necessary to meet unit mission requirements. Units may include such requirements and/or programs in a local supplement to this AFMAN or a local Operating Instruction.

1.4.5.3. OG/CC is responsible for establishing and maintaining academic training programs including non-formal school courses (may be delegated to squadron level). The OG/CC (or designated representative) will:

1.4.5.3.1. Appoint a primary and alternate instructor for each non-formal school course. (T-2)

1.4.5.3.2. Publish a ground training schedule to include date, time, location, instructor, course OPR, and designated crewmembers for each course. Units may include such details in a local supplement to this AFMAN or a local OI. (T-2).

1.4.5.3.3. Use MAJCOM-, FTU-, or unit-developed training products and/or syllabi for all courses, as applicable. (T-2). Units are allowed to reproduce courseware, as applicable. **Note:** Refer to [Attachment 2](#) for training documentation guidance. (T-2).

1.4.5.3.4. Develop a procedure to monitor academic training programs for course content, currency of materials, instructor availability, and status of training aids. (T-2). Squadrons recommend to the commander changes to existing courses or additional academic training courses required, based on crewmember feedback.

1.4.5.3.5. Send recommendations for changes, additions, and/or deletion of courses to AMC/A3TA in accordance with [paragraph 1.4.1.3.3](#) (T-2).

1.4.5.4. Instructor Selection and Training. OG/CC (or designated representative) will select course instructors for non-formal school courses based on professional qualifications and aptitude to teach. (T-2). Instructors receive credit for the courses they teach.

1.4.5.5. The OG (or designated representative) in coordination with the flying squadrons will determine the functions and responsibilities of the operations support squadron (OSS) training flight, where established. (T-3). OG training functions stipulated in this manual may be performed by appropriate OSS training flight personnel.

1.4.6. **Squadron Commanders (Sq/CC).** Sq/CC or designated representative will:

1.4.6.1. Squadron Training Offices (DOT). Establish and maintain a DOT section to manage and administer aircrew training programs. (T-2).

- 1.4.6.1.1. Manning. Select and appoint a DOT Chief/Flight CC from the most highly-qualified and experienced instructors. **(T-3)**. Appoint a minimum of one instructor for each crew position to the Squadron DOT office. **(T-3)**. At least one instructor pilot should be on duty in DOT during duty hours to the maximum extent possible.
- 1.4.6.1.2. Qualifications. Appoint DOT staff based on experience, availability, and time-on-station (TOS) to maximize continuity across training programs and all crew positions. **(T-3)**. **Note:** Previous Evaluator or FTU experience is highly desired.
- 1.4.6.2. Develop a process to identify and capture aircrew training innovation ideas. **(T-2)**.
- 1.4.6.3. Squadron Training Review Panel (STRP). The Sq/CC will convene a STRP chaired by the Sq/CC (may be delegated no lower than the SQ/DO). **(T-2)**. Panel members should include representatives from squadron training, tactics, Stan/Eval, safety, and operations (i.e., operations officer, assistant operations officer, flight commanders, etc.), and any other areas determined by the Sq/CC (e.g., SARM).
- 1.4.6.3.1. Frequency and Documentation. Convene the STRP at least monthly and maintain Sq/CC-approved minutes for a period of two years from the date of the panel meeting. **(T-2)**. **Note:** DOT chiefs may reproduce, distribute and store minutes, as required, for effective program administration.
- 1.4.6.3.2. Format and Content. The STRP will review appropriate subject matter to effectively manage the unit's flight and ground training programs and inform unit leadership on the overall status of training. **(T-2)**. The STRP will review individual unit member's progress, evaluate that training objectives are being met across assigned training programs, and that the best candidates are selected for upgrade training by reviewing their experience, proficiency level, and retainability. **(T-2)**. Additionally, the STRP will evaluate identified and captured innovation ideas and flow appropriate proposals (if any) to the OG-level TRP. **(T-2)**. To accomplish these goals, suggested STRP topics include, but are not limited to, instructor or evaluator manning, crew position gains and losses, status of crewmember training (e.g., crewmembers in an active training status), post-completion actions (e.g., individual's performance during training, closeout activities, certification actions, course critiques, FTL assignments, etc.), future training projections (i.e., unit course allocations, crewmembers' progress, timelines, completion of prerequisites, etc.), prioritization of upgrade candidates, current training waivers, projected training waivers, status of unit or individual continuation training, event proration, semi-annual waiver projections or status, and discussion of innovation ideas and proposals.
- 1.4.6.4. Ensure crewmembers complete in-unit mission, ground, and continuation training programs within prescribed time limits (see [Table 1.1](#)). **(T-2)**. Units will not enroll crewmembers into another aircrew course or upgrade until existing upgrades are complete. **(T-3)**. Failure to reasonably progress may require action for removal.
- 1.4.6.5. Assign FTLs to assigned and attached crewmembers before each semi-annual training period (see [Chapter 4](#)). **(T-2)**. Continuation training requirements in the RTM are the minimum required events. **Note:** Unit commanders may assign additional

requirements to any crewmember based on the individual crewmember's experience and proficiency level.

1.4.6.6. Unit commanders of returning or inbound trainees will ensure both the student and supervisor(s) complete post-graduate course surveys NLT 180 calendar days after the student's graduation from formal training. **(T-2).**

1.4.6.7. Ensure effective training continuity and supervision of assigned and attached crewmembers. Document all flying training and training reviews in the crewmember's paper training folder or electronic equivalent, as defined by the unit's owning MAJCOM. The preferred (and in some instances, mandated) electronic equivalent for MAF is the Graduate Training Integration Management System (GTIMS). **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2).**

1.4.6.8. Review training and evaluation records of newly assigned or attached crewmembers and those completing formal training to determine the necessary training required to complete and certify the individual as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR) (see definitions in [paragraph 4.2](#)). **(T-2).**

1.4.6.9. Execute squadron-level aircrew certifications/qualifications described in this manual. **(T-2).**

1.4.6.10. Review qualifications and monitor training requirements for squadron-assigned Flight Surgeons, where applicable. **(T-2).**

1.4.6.11. Ensure SQ/DO (or designated representative) monitors quality of training accomplished and identifies training deficiencies. Flight commanders (or designated representative) advise the SQ/DO of additional training needs and ensure waiver documentation (when applicable) in the crewmember's training record. **(T-2).** **Note:** AMC/A3T requires the use of GTIMS for waiver management.

1.4.6.12. Designate and certify unit personnel (when required) to operate ATDs. Only appropriately designated and certified personnel may operate ATDs. Establish a selection process and implement initial and recurring training programs to ensure designated and certified personnel are proficient in ATD operations. **(T-2).**

1.4.6.13. Ensure, to the maximum extent possible, that flight training sorties (including those conducted when all Volume 1 training requirements for all crew positions have been met) are required to meet aircrew, unit, or external user requirements. **(T-2).**

1.4.6.14. Coordinate with the OST in developing training programs. **(T-3).**

1.4.6.15. Ensure students scheduled for FTU courses read and comply with course prerequisites listed in the ETCA, and hand-carry any required documents (e.g., medical records, aeronautical orders, etc.). **(T-2).**

1.4.6.16. Ensure data uploaded to the Automated Aircrew Management System (AAMS) is accurate and current. **(T-3).**

1.4.7. **Formal Training Unit (FTU).** The C-21 FTU is at Scott AFB and is aligned under the 375 OSS. Prior to the FTU, the ATS contractor is responsible for providing MAJCOM-approved academics and instruction across a variety of training courses, to include initial

qualification. This responsibility includes developing, updating and publishing courseware and assisting with the formal school syllabus in accordance with the ATS contract. AFMAN 11-202V1 contains additional guidance.

### 1.5. Waiver Authority.

1.5.1. MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing training course requirements and training tasks for their assigned units. Lead MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing applicable Training Systems.

1.5.2. Flying Hour and FTU Course Prerequisites. OG/CC is the designated waiver authority for flying hour prerequisites for formal upgrade courses (see [Table 5.1](#)).

1.5.3. Waiver for In-Unit Training (Secondary Method) In Lieu of Formal School Training. MAJCOM/A3T (or equivalent) is approval and waiver authority for in-unit training via secondary method in coordination with the FTU. Before requesting approval, review the appropriate syllabus and consider FTU course availability and ATD requirements.

1.5.4. Formal Training Unit (FTU) Syllabus Waivers. OG/CC is the designated waiver authority for FTU course prerequisites specified in the ETCA (see [paragraph 1.5.3](#) and [paragraph 1.5.5](#) for exceptions). The unit will file a copy of all prerequisite waivers in the student's Flight Evaluation Folder (FEF). **(T-2)**. All prerequisite waivers will be approved before the crewmember arrives for formal training. **(T-2)**. FTU course syllabus waivers or non-completed events will be annotated in each student's training record. **(T-2)**. Students will complete all waived or non-accomplished syllabus or formal course training events that are required for the unit's assigned mission in-unit prior to being assigned MR status. **(T-2)**.

1.5.5. Non-FTU Training Program Waivers. Submit waiver requests to the waiver authority for any planned or expected exception to a non-FTU syllabus, mission qualification and certification program, training plan, etc. Provide sufficient time and detail for the waiver authority to make a determination before the exception occurs. **Note:** Permanent or blanket waivers are not authorized in accordance with AFMAN 11-202V1.

1.5.6. Training Program Deviations and Exceptions without a Waiver. Report inadvertent or unintended deviations and/or exceptions through channels to the course's owning MAJCOM/A3T (or equivalent waiver authority listed in the course syllabus) who, in turn, makes the appropriate notifications for follow-on action, if required. Document waivers and deviation(s) or exception(s) in the student's training record or MAJCOM-approved electronic equivalent (e.g., GTIMS). **Note:** A deviation is any unplanned variation to a syllabus, mission certification, or training plan (e.g., failure to meet established training timelines, prerequisite completion, flow, etc.). **Note:** An exception is a request to change or remove specific requirement(s) based on unforeseen circumstances that prohibited completion of the training event, as scheduled or written (e.g., mission delay or change, equipment failure, divert, etc.).

1.5.7. Senior Officer Course (SOC) Waiver. SOC syllabus waiver authority is AMC/A3 with concurrence of gaining MAJCOM/A3. Refer to AFMAN 11-202V1 for SOC policy and eligibility requirements.



1.5.8. Waiver Format and Routing. Units will adhere to their parent MAJCOMs prescribed format and routing requirements. **(T-2)**. A sample hard-copy memo format can be found at **Figure 1.1** **Note:** Unless otherwise stipulated, non-AMC units may use GTIMS to process OG-level and below waivers. In such cases, enter “Info only for HHQ” in the rationale section.

1.5.8.1. For AMC waivers, submission via GTIMS is mandatory. **Note:** Ensure both the MDS Volume 1 reference paragraph to be waived and sufficient amplifying detail are included in the waiver request. Response is returned to the applicable OST.

1.5.8.2. For USAFE waivers, send an eSSS to USAFE/A3T (may use GTIMS, if available) with courtesy copy to AMC/A3TA. Response returned to OG/CC and OST.

1.5.9. Continuation Training Waivers. Ground, mobility, and flying continuation training waivers (volume and frequency) may be granted for events in the RTM for assigned or attached crewmembers on a case-by-case basis under the following guidelines. Ancillary training waivers (other than frequency) follow the waiver authorities or guidance contained in the prescribing publication (i.e., course content, instructor, etc.). **Note:** Waiver authorities should complete a thorough review of the circumstances and consider the crewmember’s experience, proficiency, and recency in the event(s) prior to granting waivers for training requirements. Ancillary training waivers are processed using the publication that establishes the requirement.

1.5.9.1. First-Time Waivers. First-time waivers for the individual event(s) may be granted by the Sq/CC.

1.5.9.2. Second-Time Waivers. Second-time waivers for the individual event(s) missed in two consecutive semi-annual periods may be granted by the OG/CC.

1.5.9.3. Subsequent Waivers. Subsequent waivers for training events missed in three or more consecutive semi-annual periods may be granted by the MAJCOM/A3T.

1.5.9.4. Waiver Self-Approval. Commanders shall not waive their own semi-annual training requirements. **(T-2)**. When a commander is the designated waiver authority and requires a waiver for their own semi-annual continuation training flying events, the next higher-level waiver authority is designated as the waiver approval authority (e.g., OG/CC requires a waiver: first waiver resides with the Wg/CC for the unit where the OG/CC is attached to fly and a second period waiver is elevated to the MAJCOM/A3T).

#### 1.5.10. Waiver Disposition.

1.5.10.1. Course-Related Waivers. Maintain course-related waivers in the student’s training record or electronic equivalent (e.g., GTIMS) for a minimum of two years in accordance with AF Records Disposition Schedule at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

1.5.10.2. Continuation Waivers. Maintain a copy of approved continuation training (ground or flying) waivers for a minimum of 48 months from date signed.

**Figure 1.1. Sample Waiver Request Format.**

	(Date of Request)
<p>MEMORANDUM FOR (<i>Waiver Authority</i>)</p> <p>FROM: (<i>Requester</i>)</p> <p>SUBJECT: Waiver Request – (<i>Individual</i>), (<i>Type of Waiver</i>)</p> <ol style="list-style-type: none"> <li>1. <i>*Name, grade.</i></li> <li>2. <i>*Flying organization (assigned or attached).</i></li> <li>3. <i>*Present qualification (include special qualifications/certifications if appropriate).</i></li> <li>4. <i>* Total flying time: primary aircraft inventory (PAI) time (include instructor or evaluator time).</i></li> <li>5. <i>*Specific nature of waiver request, i.e., cite requirement and requested deviation.</i></li> <li>6. <i>*Rationale or justification for waiver request.</i></li> <li>7. <i>Crew qualification to which person is qualifying or upgrading.</i></li> <li>8. <i>Previous attendance at any formal instructor course (include course identifier and graduation date).</i></li> <li>9. <i>Training start date.</i></li> <li>10. <i>If waiver request for time limit, specify mandatory upgrade or qualification date.</i></li> <li>11. <i>Date event last accomplished and normal eligibility period.</i></li> <li>12. <i>Remarks (include FTU courseware that is required if the waiver request is approved, e.g., local training).</i></li> <li>13. <i>*Unit points of contact (name, rank, telephone number, office symbol, and email address).</i></li> <li>14. <i>Unit address (if requesting formal school courseware).</i></li> </ol> <div style="text-align: right; margin-top: 20px;"> <p>(Signature of Requester)</p> <p>(Title)</p> </div> <p style="margin-top: 20px;">The information herein is FOR OFFICIAL USE ONLY (FOUO) information which will be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.</p>	

## 1.6. Use of Training Flying Hours.

1.6.1. Structure unit flying training missions to achieve optimum training. Any by-product airlift opportunity resulting from training shall not degrade the intended training and will comply with applicable Department of Defense (DoDI) Instruction 4515.13-R, *Air Transportation Eligibility*, AFI 11-401, *Aviation Management*, AFMAN 11-202V1, and applicable MAJCOM guidance. **(T-0).**

1.6.1.1. It is essential that all personnel at all levels prevent the misuse, or perception of misuse, of air mobility resources when planning and executing off-station training missions.

1.6.1.2. Approval authority for AMC off-station training flights is the Wg/CC, as specified in AMCI 11-208, *Mobility Air Forces Management*, **paragraph 5.11.4**. Units from other MAJCOMs refer to local theater guidance.

1.6.2. Training on Operational Missions. Unless prohibited or restricted specifically by weapon system operating procedures or theater operations order (OPORD), the OG/CC exercising operational control may approve upgrade, qualification, or special qualification training on operational missions. Pilots will depart home station with a list of required currency events and take full advantage of opportunities to accomplish them on operational missions. **(T-2).** Commanders will ensure the training will not impact mission effectiveness and the crewmember receiving training is under the supervision of an instructor of like-specialty. **(T-2).** If necessary, units will coordinate with the controlling Command and Control (C2) agency for training mission numbers for specific mission segment(s). **(T-2).** Comply with passenger-carrying restrictions found in AFMAN 11-202V3, *Flight Operations*, AFI 11-401, and AFMAN 11-2C-21V3, *C-21 Operations Procedures* (including any supplements for each). **Note:** Unqualified pilots are not allowed access to the controls with passengers on board the aircraft.

1.6.3. Unit Commanders will utilize aircrew training devices for continuation training to the maximum extent possible. **(T-2).**

**1.7. In-Unit Training Time Limitations.** Comply with the time limitations in **Table 1.1**. Crewmembers entered into a training program leading to qualification or requalification will be dedicated to that program on a full-time basis. **(T-2).**

**Table 1.1. In-Unit Training Time Limitations.**

Training	Limit	Note
Initial Qualification	60 days	
Mission Certification	60 days	
Difference	60 days	
Requalification	90 days	



Mission Pilot Upgrade	60 days	
Instructor Upgrade	60 days	
Theater Indoctrination	45 days	1
<b>Notes:</b> 1. May run concurrently with MQT.		

1.7.1. Training Start and End Dates. **Note:** Consult also any applicable MAJCOM or below supplements, which may be more restrictive.

1.7.1.1. Training time starts with the first significant training event contributing to qualification, certification, or upgrade or 45 calendar days after a member's reporting to the unit (attached or assigned) following completion of the formal school, whichever occurs first. **Exception:** USAFE Training Start Date for MQT starts on the first training workday after completing base in-processing and/or permissive Temporary Duty (TDY) in accordance with MAJCOM supplement.

1.7.1.2. Crewmembers should begin their checkrides within 30 days of syllabus completion.

1.7.1.3. Training time ends with an instructor endorsement of "training complete" or a successful flight evaluation, if required by AFMAN 11-2C-21V2, *C-21 Aircrew Evaluation Criteria*, whichever occurs last.

1.7.2. Sq/CC may extend training time up to 60 days. No notification to MAJCOM/A3T (or equivalent) is required. Extensions exceeding 60 days require MAJCOM/A3T approval. Units will notify the appropriate MAJCOM/A3T (or equivalent) via the waiver request procedures specified in [paragraph 1.4](#), before the crewmember exceeds upgrade training time limits in [Table 1.1](#) plus Sq/CC extension. (T-2). Include sufficient detail in the waiver request to include training difficulty, unit corrective action to resolve and prevent recurrence, and estimated completion date.

**1.8. Training Documentation.** **Note :** Refer to [Attachment 2](#) for training documentation guidance. (T-2).

1.8.1. ARMS Event Identification Codes. Standardized ARMS event identification codes have been established for the MAF. Refer to [Chapter 7](#) for applicable MDS ARMS codes and event descriptions. Refer to [paragraph 7.26](#) for establishing and managing MAF unit-defined ARMS code (i.e., use of "X" codes). OG/CCs (or designated representatives) shall document approved unit-defined events, codes, and descriptions in local training guidance, an operating instruction, or publication supplement. (T-3). **Note:** Refer to [Attachment 2](#) for training documentation guidance. (T-2).

1.8.2. Periodic and Recurring Training. Document using MAJCOM-approved electronic training management system (e.g., GTIMS), AF Form 1522, *ARMS Additional Training Accomplishment Report*, or locally-approved Mission Accomplishment Report, as defined by MAJCOM and local policy.

1.8.3. Training Programs Leading to Qualification and/or Certification. Use a MAJCOM-approved electronic training management system (i.e., GTIMS) or alternatively, an approved paper training folder (i.e., AF Form 4022, *Aircrew Training Folder*). C-21A units will utilize the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document award of specific qualifications or certifications in ARMS. Specifically, Block 22 will contain the following minimum information: certification code (e.g., CQ33Y), Certification Name (e.g., Phoenix Banner), and date of certification. **(T-2).** **Note:** See [Chapter 5](#) and/or [Chapter 7](#) for specific certification codes. **Exception:** Personnel may use an AF Form 1522 to credit aircrew certification events that do not require assignment of associated training profiles. **Note:** GTIMS is a suitable electronic alternative for the AF Form 4324 and AF Form 1522 as long as all information is included and documentation of the certification can be verified and tracked through ARMS processing.

**1.9. Flight Examiner Usage.** Use flight examiners as instructors for any phase of training to capitalize on their expertise and experience. If an examiner is used as a primary instructor to train an individual or makes the recommendation for evaluation, the same evaluator should not administer the associated evaluation.

**1.10. Instructor Training and Supervision Requirements.**

1.10.1. FTU-assigned Instructors shall be current and qualified in any event that they instruct. **(T-2).** All instructors should be MR (wing-level and below). FTU instructors and MAJCOM staff are only required to maintain BMC.

1.10.2. When performing crewmember duties, the following personnel will be under direct supervision of an instructor of like-specialty:

1.10.2.1. All non-current or non-mission-ready (NMR) crewmembers. Direct instructor supervision is required while performing the non-current event (see [paragraph 4.10](#) for additional guidance and exceptions). **(T-2).**

1.10.2.2. All crewmembers in initial, upgrade, or re-qualification flying training unless syllabus states direct supervision is not required. **Exception:** Not required during observation mission when not seated or required to be seated at a set of controls. **(T-2).**

1.10.2.3. All crewmembers performing restricted flying events listed on an AF Form 8, *Certificate of Aircrew Qualification*, as prescribed by AFMAN 11-202V2, *Aircrew Standardization/Evaluation Program*. **(T-2).**

1.10.2.4. Unqualified, FTL E, Observer Pilot (OP), or MAJCOM staff crewmembers on Indoctrination Flight Orders. An instructor shall be at a set of controls during critical phases of flight (see [paragraph 4.3.1.5](#)) for mission with unqualified or FTL E pilots. **(T-2).**

1.10.2.5. Senior Officer Qualified (SOQ) pilots.

1.10.2.6. Any other personnel designated by the Wg/CC, OG/CC, or Sq/CC.

**1.11. Transfer of Aircrews.**

1.11.1. Before a crewmember from one unit may interfly with another unit, the gaining unit will review and assess their qualification and currency. **(T-2).** See also AFI 11-401.

1.11.2. A crewmember qualified in the C-21 according to AFI 11-202V2 is qualified throughout the C-21 force. Individual crewmember qualifications (i.e., instructor, evaluator, etc.) for inter-command transfers (includes foreign exchange officers, where applicable) may be accepted at the discretion of the gaining commander. Certified and qualified MR crewmembers transferring between units will accomplish events required after a change of duty station (see **Table 3.1**), unit-specific training, and any applicable events in which they have lost currency. **(T-2)**. See the “Interfly” section of AMC Supplement to AFMAN 11-202V3 for additional information.

**1.12. Aircrew Training While in Down Status.** Crewmembers in down status (formerly “duties not involving flying”) may complete ground training events or simulator training if the member’s physical condition allows it. If unqualified, the crewmember may not participate in graded simulator events unless entered into a requalification program. Consult the flight surgeon initiating DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, action (prescribed by AFI 48-123, *Medical Examinations and Standards*) if the down status includes ground training limitations.

**1.13. Aircrew Rated Management Overview.**

1.13.1. Programmed Flying Training (PFT). AMC/A3T fulfills the training command’s role in accordance with AFMAN 11-202V1. A key product of this process is the PFT. The PFT balances available training quotas, FTU capacity, simulator throughput, and course requirements on a Fiscal Year basis. Units will annually send projected PFT requirements to their respective MAJCOM quota managers, who in turn compile and forward projections to Headquarters Air Force Total Force Aircrew Management (HAF/A3TF), for inclusion into the Graduate Program Requirements Document (GPRD). **(T-2)**. AMC then determines training capacity and reports shortfalls in the GPRD to HAF/A3TF.

1.13.2. HAF/A3TF sponsors an annual PFT conference for attendees to balance training capacity, MAJCOM training requests, and pipeline Undergraduate Flying Training students (Rated and Career Enlisted Aviator (CEA), as applicable) against FTU capacity. The training command allocates approved quotas to user commands, which in-turn allocate training quotas to subordinate units. The training command publishes the annual PFT document.

1.13.3. Throughout the training year, MAJCOM training staff and PFT managers use assigned and allocated training quotas to assign individual crewmembers to formal training quotas. Use quota management documents to make daily student quota adjustments to the annual PFT.

**1.14. Information Management.** The following online tools are used for information management.

1.14.1. AMC/A3T SharePoint®: <https://eim2.amc.af.mil/org/a3T/default.aspx>

1.14.2. AETC hosts formal training courses on the ETCA website: <https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>

1.14.3. Formal School Post Graduate Questionnaire to be completed by crewmembers/supervisor: <https://www.my.af.mil/agepiftprod>

1.14.4. Air and Space Expeditionary Force Center:  
<https://aef.afpc.randolph.af.mil/default.aspx>.

**1.15. Failure to Progress or Complete Training.** If a student fails to progress according to syllabus or training requirements, the training command responsible for administering the training will conduct a progress review (PR) in accordance with AFMAN 11-202V1 and the Commander's Review Process outlined in the course syllabus. **(T-1).** The PR can recommend continuation in training or other actions in accordance with AFMAN 11-402, *Aviation and Parachutist Service*, (e.g., a Flying Evaluation Board (FEB)). For those individuals recommended to continue in training at the FTU (initial qualification, requalification, and upgrade students), FTU instructor(s) will coordinate a training plan approved by the FTU Chief and document requirements in the student's training record (unless waived by [paragraph A2.1.1.1](#)). **(T-1).** The FTU will notify the student's gaining unit of any AFI 11-402 action(s) taken or anytime there is an anticipated delay in the student's graduation date. **(T-1).** The FTU will also notify the student's gaining MAJCOM/A3T any time the PR recommends a student for a FEB. **(T-1).** If a crewmember fails to complete a formal upgrade course at the FTU, the FTU will send notification to the individual's gaining commander detailing the circumstances of the failure along with a recommendation on whether the crewmember should complete training in-unit, return to the formal school to complete training, or be referred to the Air Force Personnel System for reassignment. **(T-2).** **Note:** For contractor-administered courses, the contractor identifies students who fail to progress according to the approved contract (see [Chapter 6](#)).

**1.16. Aircrew Training Quota Management.** The following describes AMC's quota management policy and procedures. This policy is mandatory for all AMC units; all other units follow their MAJCOM guidance.

1.16.1. Administration. AMC/A3TF Quota Managers coordinate with wing training offices (OSS/OST) exclusively. OSS/OSTs are responsible for providing the name, phone number and e-mail address for their primary and alternate quota management points of contact to AMC/A3TF Quota Managers at DSN 779-3577/7881 or commercial (618) 229-3577/7881. **Note:** Squadrons or individuals work through their servicing OSS/OST.

1.16.1.1. Quota Allocations. When quotas have been allocated, OSS/OSTs will submit the rank, full name, SSN, course, and class number via encrypted e-mail to AMC/A3TF Quota Managers NLT 45 days prior to class start date (CSD). **(T-2).** **Note:** Contact in accordance with [paragraph 1.16.1](#) for the appropriate e-mail address. Allocated training quotas that cannot be filled at least 45 days prior to CSD will be returned to AMC/A3TF Quota Managers, who will in turn offer them to units on the approved standby list. **(T-2).** **Note:** Military Personnel Data Systems (MILPDS) training RIPs automatically generate ADSC requirements.

1.16.1.2. Prerequisites. All course prerequisites should be completed NLT 30 days prior to CSD to allow for remedial training or substitution. Units are responsible for identifying an alternate candidate for each allocated quota. If the primary candidate becomes unavailable, send AMC/A3TF Quota Managers a substitution request with the alternate's information.

1.16.1.3. Foreign Exchange Officer Allocations. Foreign Exchange Officers shall be properly identified on requests for formal course allocations and shall not be locally substituted once an allocation has been loaded. **(T-2).** When a change is necessary, units

will send justification along with the replacement's complete data to AMC/A3TF Quota Managers for consideration and approval. **(T-2).**

1.16.1.4. Late Changes and No-Shows. Unit leadership will submit a written explanation through OG/CCs to AMC/A3TF Quota Managers within 5 duty days following any student cancellation or substitution that occurs within 10 calendar days of CSD and for any student no-show for an allocated training course. **(T-2).**

1.16.1.5. Additional Allocation Requests. OSS/OSTs send requests for additional quotas to AMC/A3TF Quota Managers. AMC/A3TF coordinates with Air Staff and AETC to add or reallocate quotas if unit capability is in jeopardy.

1.16.1.6. External Coordination. Units are prohibited from coordinating quota exchanges at their level with units in other MAJCOMs. OSS/OSTs will forward all requests to their MAJCOM Quota Managers for coordination with the other command. **(T-2).** Units should allow for extended coordination time when considering this option.

1.16.2. HQ AMC Orientation Tour/GRACC. Global Ready Aircraft Commander Course (GRACC) is an Aircraft Commander overview of the offices and functions of HQ Air Mobility Command, 18 AF and the 618 AOC (TACC). Refer questions regarding GRACC to the AMC/A3TF Quota Managers at DSN 779-3576/7881 or commercial (618) 229-3576/7881.

1.16.3. Senior Officer Training Course Coordination. Forward questions regarding SOC availability and prerequisites to AMC/A3TF at DSN 779-7881 or commercial (618) 229-7881.

**1.17. Distribution.** Individual units determine distribution requirements for this AFMAN.

## Chapter 2

### INITIAL QUALIFICATION TRAINING

**2.1. General Requirements.** AFMAN 11-202V1 defines Initial Qualification Training (IQT). This chapter specifies minimum training requirements for initial qualification, requalification, conversion, difference qualification, and senior officer courses. The primary method of aircrew qualification is to complete the appropriate formal training course in the ETCA. When quotas are not available, units will request waivers to conduct in-unit (secondary method) IQT using appropriate formal school courseware. (T-2). Units may also request a waiver from MAJCOM/A3T via the MAJCOM's established waiver process to conduct secondary method IQT using formal school courseware, when extenuating circumstances preclude completion at the FTU. In those instances, in-unit training should commence as soon as practical, but no later than 45 days after report date or attachment to a new unit. (T-3).

**2.2. Initial Qualification Training Prerequisites.** IQT students complete initial qualification prerequisites in accordance with AFMAN 11-202V1, the ETCA, this manual and the course syllabus. (T-2). Note: The student may begin training (e.g., Computer Based Training (CBT)) prior to the start of a formal initial qualification course. Voluntary self-study prior to course start date does not count as training-time start date (see also [paragraph 1.7.1](#)).

**2.3. Ground Training Requirements.** Complete syllabus and ancillary ground training requirements for initial qualification in accordance with AFMAN 11-202V1 and this manual. During formal training, aircrews may complete (and receive credit for) Aircrew-Specific Mobility Training events in the RTM. See the appropriate formal training course syllabus.

2.3.1. Initial Qualification Ground Training Events. Students entered into formal undergraduate and graduate training programs leading to aircrew qualification shall accomplish the events listed in [Table 2.1](#) (T-2). Ground training events from [Table 2.1](#) that are not accomplished at the FTU or formal course are completed at the gaining unit. The FTU will provide suitable documentation to the gaining unit for non-completed items that includes the appropriate ARMS Event Identifier(s) and Event Description(s). (T-2). Units will use the course graduation date to establish follow-on due dates for all ground training events accomplished at the FTU. (T-2).

2.3.2. Survival, Evasion, Resistance, and Escape (SERE) Training. Use completion dates from initial SERE school(s) conducted in accordance with AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program* training course(s) (usually accomplished during formal school) to establish the follow-on due dates for refresher training.

2.3.2.1. Use graduation date from S-V80-A, *SERE Training*, for initial SS02, *Combat Survival Training*, and SS03, *Conduct after Capture*, training dates.

2.3.2.2. Use graduation date from S-V90-A, *Water Survival Training, Non-Parachuting*, for initial SS05, *Water Survival Training*.

2.3.2.3. Complete initial and periodic Local Area Survival refresher training in accordance with AFI 16-1301 and local requirements.



2.3.2.4. Complete periodic SERE and Water Survival refresher training in accordance with AFI 16-1301 and local requirements. **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2).**

2.3.3. Crew Resource Management/Threat and Error Management (CRM/TEM). CRM/TEM is designated as the MAF training standard for CRM training and will be integrated into aircrew training programs, where appropriate. **(T-2).** See [Chapter 6](#) and [Chapter 7](#) for specific details.

**Table 2.1. Initial Qualification Ground Training Requirements.**

Code	Event	Notes
	Flight Physical	1, 2
	Physiological Training	1, 2
GD25Y	Crew Resource Management (CRM)/Threat and Error Management (TEM) Initial Training	
GD55Y	Instrument Refresher Course (IRC)	
LL01	Aircrew Flight Equipment Familiarization Training	1
LL03	Emergency Egress Training – Non-Ejection Seat	1
LL06	Aircrew Flight Equipment Training (AFET)	1
<b>Notes:</b>		
1. Mandatory grounding item; individual will not fly until event is accomplished. <b>(T-1).</b>		
2. Item tracked via Individual Training Summary (ITS).		

**2.4. Flying Training Requirements.** Complete IQT flying training requirements in accordance with AFMAN 11-202V1, formal school courseware, and this manual.

**2.5. Conversion and Difference Qualification Training Requirements.** If available, qualified personnel in other units should provide the initial cadre. In some instances, it may be necessary for units to waive certain training requirements for an initial cadre of crewmember personnel. The following conditions apply to the management of initial cadre crewmember qualification:

2.5.1. The tasked MAJCOM (in coordination with lead and training commands) develops a training plan for unit conversions. Training Plan should include provisions to form a nucleus of crewmembers to include instructors and flight examiners (initial cadre). Converting units may request initial cadre waiver of Primary Aircraft Authorized (PAA) time requirement. Send waiver requests through MAJCOM training staff (use [Figure 1.1](#)) Include the most recent aircraft flown and total time in that aircraft in the remarks section of the waiver request.

2.5.2. Initial cadre will not be designated in a crew position higher than currently held (e.g., C-130 Mission Pilot (MP) to C-21 Evaluator Pilot (EP), unless previously qualified in the higher-level position in the conversion aircraft. **(T-2).**

2.5.3. After final approval, the unit will publish a letter to identify initial cadre of instructors and flight examiners by crew qualification. **(T-2).**

2.5.4. Difference Training. C-21 units should apply difference qualification training (DQT) for major modifications (e.g., Global Air Traffic Management (GATM)-compliant avionics,

flight management computer differences, etc.) as directed by MAJCOM. For fleet-wide modifications, apply initial cadre criteria in [paragraph 2.5](#) AMC will coordinate with other MAJCOMs and provide guidance and an amended AF Form 4024, *Aircrew Training Accomplishment Report* in accordance with AFI 33-360 (and/or an electronic equivalent in GTIMS).

**2.6. Multiple Qualifications.** Crewmembers will attend a formal initial qualification course for multiple qualifications in different MDS aircraft (e.g., C-21 and C-130). **(T-1).** At a minimum, crewmembers will maintain FTL A currency requirements in each aircraft (N/A for SOQ pilots). **(T-1).** The approval authority for dual-qualification is the MAJCOM/A3 or equivalent.

**2.7. Senior Officer Qualification (SOQ).** AFMAN 11-202V1 identifies SOQ requirements. After qualification in accordance with AFMAN 11-202V1 and with OG/CC approval, senior officers (assigned or attached) may seek training which leads to a higher FTL and/or qualification. The OST is responsible for determining training requirements based on the senior officer's flying experience and familiarity with the weapons system. MAJCOM/A3T (or equivalent) will approve the proposed training plan prior to execution. **(T-2).** SOQ (training and certification) should be completed within the first 180 days after assuming the assignment. AMC/A3 retains the waiver authority for SOQ requirements outlined in this manual.

**2.8. Flight Surgeons.** Flight Surgeons may fly with their assigned unit in accordance with local OG/CC policy and may log flight time during IQT. Flight Surgeon IQT includes Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) Ground Training (LL04) (one-time requirement only), required ground training events from [paragraph 3.5](#), and the first two sorties in the member's primary assigned aircraft. Unit commanders designate flight surgeons as mission qualified or mission ready in their primary assigned aircraft upon completion of IQT. **(T-2).**

**2.9. Requalification Training (RQT).** AFMAN 11-202V1 specifies requalification training requirements in [Chapter 2](#). Unless otherwise specified in AFMAN 11-202V1, a crewmember is unqualified upon expiration of the qualification evaluation, loss of currency exceeding 6 months (for currency items specified in [Chapter 4](#)), or completion of a qualification evaluation in a different MDS unless authorized multiple qualifications. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. Note: See AFI 36-2107 for Active Duty Service Commitments associated with aircrew training.

2.9.1. Individuals requalifying as C-21 crewmembers will complete requalification training in accordance with AFMAN 11-202V1 either at the formal school (primary method) or in-unit using the appropriate syllabus (secondary method) or accomplish all overdue mission certification training events from [Table 2.1](#) and [Table 3.1](#) **(T-2)**. Unit commanders should consider a crewmember's recent flying experience as well as duration of unqualified time in deciding the appropriate requalification training program. Commanders should also consult with AMC/A3TA for assistance in developing a contractor-provided classroom and simulator training plan.

2.9.2. Former C-21 instructors may accomplish instructor requalification concurrently with basic requalification (at the FTU or in-unit) for their crew position. For loss of qualification exceeding 39 months (in all cases), re-accomplish all special qualifications and certifications.



2.9.3. Requalification Training Courses (TX). Unqualified crew members will complete the appropriate TX-1, TX-2, or in-unit training course outlined below. **(T-2). Note:** There is no formal school course corresponding to TX-3.

2.9.3.1. Unqualified C-21 pilots (up to 39 months at the end of a non-flying assignment or 51 months at the end of any active flying assignment) will complete training in all overdue items, additional training as directed by the squadron commander, and a flight evaluation. **(T-2). Note:** The requalification formal school flying training courses in [paragraph 2.9.3.2](#) may substitute for the in-unit training.

2.9.3.2. Unqualified C-21 pilots (greater than 39 months at the end of a non-flying assignment or 51 months at the end of any active flying assignment up to 8 years) will complete the Requalification (RQ/TX-2) formal school flying training course as appropriate and a flight evaluation. **(T-2).**

2.9.3.3. Unqualified C-21 pilots (over 8 years) will complete the Pilot Initial Qualification (PIQ/TX-1) formal school flying training course and a flight evaluation. **(T-2).**

**2.10. Formal Training Unit (FTU) Guidance.** The C-21 FTU is located at Scott AFB, Illinois. Specific course information is maintained by 375 OSS/OST. Formal syllabi, when published, are the lead documents concerning requalification courses outlined in [paragraph 2.9.3](#)

## Chapter 3

### MISSION QUALIFICATION TRAINING (MQT) AND CERTIFICATION

**3.1. General Requirements.** This chapter establishes minimum criteria and training requirements for Mission Qualification Training (MQT) and MR Certification. Crewmembers will complete MQT following successful completion of IQT. (T-2). Except where specifically stated, units conducting MQT may sequence training events and/or arrange mission sequence as necessary to maximize use of flying training hours and effectively accomplish the mission. Both pilots will be MR and fully-qualified when passengers are carried aboard the aircraft (see [paragraph 1.6.2](#)). (T-1). Crewmembers will be certified as MR before being entered into special mission qualifications, certifications, or upgrade training programs. (T-2). Note: Commanders may allow crewmembers in MQT to participate in exercises.

**3.2. Mission-Ready Certification.** A crewmember is formally designated MR after successful completion of all MQT ground and flying training requirements, the Sq/CC (or designated representative) completes a review of the crewmember's training record, and the Sq/CC (or designated representative) approves and documents the crewmember's MR certification. Note: See [Table 1.1](#) for training time limitations. Note: Units will comply with the training documentation requirements detailed in [Attachment 2](#). (T-2).

3.2.1. BAQ crewmembers may fly local training or operational missions prior to completing all MR items, provided all grounding items have been accomplished.

3.2.2. Sq/CCs may authorize crewmembers who have completed all MQT flying training events prior to completing all MR-required ground training events to fly unsupervised on local training and routine unit missions, provided the remaining ground training items do not affect mission accomplishment for that flight.

**3.3. Ground Training Requirements.** Complete all syllabus and ground training events in [Table 2.1](#) and [Table 3.1](#) before MR certification. Note: Training may be accomplished concurrently with other training.

3.3.1. Ground Training Events Accomplished During MQT. Use individual event completion dates to establish subsequent continuation ground training due dates for any ground training events accomplished during MQT, unless otherwise governed by [paragraph 2.3](#) (including subordinate paragraphs).

3.3.2. Inter-Unit Transfers. Qualified and/or certified crewmembers transferring between units require only Unit Indoctrination Training (GD81Y), Isolated Personnel Report (ISOPREP) Review (GM09Y), Aircrew Flight Equipment Familiarization Training (LL01), Local Area Survival (SS01), unit-specific MR training events and completion of all events for which they may have lost currency during the change-of-station. (T-2).

**Table 3.1. Mission Qualification Ground Training (Additional) Requirements.**

<b>Note:</b> These items are required in addition to ground training requirements found in <b>Table 2.1.</b>		
<b>Code</b>	<b>Event</b>	<b>Notes</b>
	Flight Physical	1
	Physiological Training	1
GC33Y	Crewmember Anti-Hijacking Training	7
GD17Y	Aircrew Intelligence Training (AIT)	3
GD21Y	Cold Weather Operations Training	8
GD39Y	Hazardous Cargo Ground Training	3, 7
GD75Y	Tactics Training	3, 4
GD77Y	Theater Indoctrination (TI) Training	5
GD81Y	Unit Indoctrination (UI) Training	
GE05Y	Law of War (Basic) CBT (Formerly LOAC)	
GH01Y	Communications/COMSEC Procedures Ground Tng	3
GM09Y	Isolated Personnel Report (ISOPREP) Review	7
GM11Y	Official Passport-Primary (No-fee)	4
GM21Y	Small Arms Training	
LL01	Aircrew Flight Equipment Familiarization Training	2
SS01	Local Area Survival (LAS)	2
SS20	Level-C (SERE Training S-V80-A)	3, 6, 9
SS32	Water Survival Training, Non-Parachuting (S-V90-A) (Ditching Aircraft)	6, 9

**Notes:**

1. Mandatory grounding item after expiration date; individual will not fly until required training is accomplished.
2. Accomplish prior to first MQT flight.
3. Local training and routine unit missions may be flown unsupervised while awaiting this event. See **paragraph 3.2.2.**
4. Applicable when required for unit's assigned employment mission or as determined by the unit commander.
5. Required for USAFE or deployed crewmembers.
6. Refresher training required after completing initial training (SS20, SS22, SS31, or SS32) as defined in the RTM.
7. Event does not initiate MQT timeline.
8. As required by MAJCOM and will be completed in the 4th quarter of the calendar year **(T-2)**
9. Completion of a more recent refresher course (SS02, SS05, etc.) is acceptable.

### 3.4. Flying Training Requirements.

3.4.1. BAQ crewmembers pursuing MR status will be assigned a Flight Training Level (FTL) and accomplish continuation training requirements in accordance with **Chapter 4**. (T-2). Prorate continuation training requirements based on the training time start date as defined in **paragraph 1.7.1** and **Table 4.1**. Crewmembers credit events accomplished during MQT in accordance with **paragraph 4.4.1**. Crewmembers pursuing MR status who fail to accomplish minimum aircrew requirements (currency and semi-annual) will fly under supervision of an instructor when that event is required for a particular flight. (T-2). Note: Complete required flying proficiency events that were not accomplished at the FTU before certifying a crewmember as MR.

3.4.2. Crewmembers in MQT who fail to accomplish all semi-annual training requirements will complete training in accordance with **paragraph 4.9.3** prior to awarding MR status. (T-3). Commanders may waive incomplete semi-annual training requirements on a case-by-case basis in accordance with **paragraph 1.5.9** after conducting a thorough review of an individual's training accomplishment report and/or training record. Waivers will be documented in the crewmember's training record. (T-2). Note: AMC/A3 mandates the use of GTIMS for AMC aircrew waiver management.

3.4.3. Sq/CCs may certify a crewmember as MR on a case-by-case basis even though the individual is non-current for a required event(s). However, the crewmember will remain NMR for that or those event(s) and will be under instructor supervision on any flight requiring that event in accordance with **paragraph 4.10** (T-2).

3.4.4. After arrival at their duty station, crewmembers will receive Unit Indoctrination which includes a local area briefing and a supervised local orientation flight. (T-3). All grounding items shall be accomplished prior to the local orientation flight. (T-2). Note: Sq/CCs may certify pilots who were previously qualified in another AMC aircraft or recent graduates from a co-located FTU as MR without a familiarization flight. A familiarization flight for pilots should include:

3.4.4.1. Participation in a unit mission (actual or training). The mission should be conducted transiting one of the unit's representative routes.

3.4.4.2. Flight planning to include consideration of terrain and obstacles.

3.4.4.3. Forms review and completion.

3.4.4.4. Demonstration of communications and Identification, Friend or Foe/Selected Identification Procedures (IFF/SIF) equipment and procedures.

3.4.4.5. Enroute programming and operation of the Flight Management System (FMS).

3.4.5. Crewmembers shall complete an operational mission with an instructor prior to being certified as MR (USAFE may supplement, as needed). (T-2).

3.4.6. Theater Indoctrination (TI) Training (GD77Y).

3.4.6.1. Training should include (at a minimum) a thorough review of theater-unique instrument requirements and procedures, international flight planning considerations, use of non-DoD instrument approach procedures, required instrumentation for specific

approaches, theater weather conditions, local area procedures, and host nation agreements.

3.4.6.2. Unit commanders will develop a training program to ensure assigned and attached crewmembers are trained on unique operational requirements for their unit's mission. **(T-2)**.

**3.5. Flight Surgeon Requirements.** Flight Surgeon requirements are established in AFI 11-202V1, AFI 16-1301, and AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*. In addition to any external requirements from those publications, flight surgeons will complete the following training events prior to their first flight at a new base: **(T-2)**.

3.5.1. Expired or non-complete continuation ground and mobility events in [paragraph 4.6.1](#)

3.5.2. Unit Indoctrination (UI) Training (GD81Y).

3.5.3. Aircrew Flight Equipment Familiarization (LL01).

3.5.4. Local Area Survival Training (SS01).

## Chapter 4

### CONTINUATION TRAINING

**4.1. General Requirements.** Requirements in this chapter and the RTM are the minimum flying and related ground training to maintain currency and the assigned training status. Individual proficiency may require a greater number of events. The unit commander will ensure each crewmember receives sufficient continuation training to maintain individual proficiency. **(T-2).** Refer to the current RTM for continuation ground, mobility, and flying training requirements.

**4.2. Aircrew Status.** Aircrew members are assigned one of the following statuses.

4.2.1. Mission Ready (MR). An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command's or unit's operational mission. Note: Sq/CC certification of aircraft commanders is required prior to their operating as a MR aircraft commander. **(T-3).**

4.2.2. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit's mission, but does not maintain MR status. The aircrew member is required to be able to attain full MR status to meet operational taskings within 30 days.

4.2.2.1. BMC aircrew members may include flying personnel assigned to MAJCOM headquarters; Numbered Air Force (NAF); 618 AOC (TACC); US Air Force Expeditionary Center (USAF EC); Contingency Response Group (CRG); Air Mobility Operations Group/Wing (AMOG/AMOW); FTU; Direct Reporting Unit (DRU); or senior officers (or others).

4.2.2.2. FTU BMC instructors shall be certified by the commander in the unit's training mission before performing instructor duties. **(T-3).** Once certified, FTU BMC instructors may conduct all aspects of the FTU's training mission. FTU BMC instructors in compliance with **Table 3.1** requirements may fly Continental United States (CONUS)-only Office of the Assistant Vice Chief of Staff of the Air Force, Special Air Missions Division (CVAM)-, USAF-, Special Air Missions (SAM)-, 618 AOC (TACC)-, or Joint Operational Support Airlift Center (JOSAC)-directed operational missions. **(T-2).** They shall be MR for all other mission types and locations, unless specifically waived or otherwise stipulated in MAJCOM-/Theater-specific guidance. **(T-2).**

4.2.2.3. BMC crewmembers may log instructor or evaluator time, when required to perform duties in those capacities, during the portion of the mission for which they are current and qualified.

4.2.3. Basic Aircraft Qualification (BAQ). An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit's aircraft. The member will perform at the minimum frequency necessary to meet the most recent sortie and flight standards set in this manual and current RTM.

4.2.4. In addition to the above requirements, MR, BMC, and BAQ crewmembers shall accomplish and/or maintain minimum requirements (for their assigned status) established in AFMAN 11-202V1. **(T-2).**

### 4.3. Flying Training Levels (FTL).

4.3.1. The Sq/CC determines and assigns each crewmember an appropriate FTL before the start of each semi-annual period. Base FTL on a crewmember's experience and aircraft proficiency. **Note:** Newly assigned crewmembers are assigned a FTL during in-processing. **Note:** Crewmembers may be assigned a FTL that is more restrictive, but never less restrictive, than the requirements under this paragraph.

4.3.1.1. FTL A – Highly-Experienced Crewmembers (e.g., as a guide, crewmembers having 10 or more years of operational flying experience). Examples include MAJCOM headquarters staff and 618 AOC (TACC) personnel; formal schoolhouse instructors; NAF personnel; USAF EC instructors, Wg/CC, OG/CC, and Sq/CC, Operations Officers, crewmembers assigned to OG evaluation positions, and instructors assigned primarily to staff duties. Sq/CCs have the discretion to assign highly-experienced MR line crewmembers to this level. **Note:** NMR crewmembers assigned to MAJCOM staff and/or NAF instructor/flight evaluators, 618 AOC (TACC), USAF EC, CRG, AMOG, FTU, or direct reporting unit may be categorized as BMC and assigned to FTL A and may fly unsupervised on local training missions provided they are current and qualified for that mission.

4.3.1.2. FTL B – Experienced Mission Ready Crewmembers (e.g., as a guide, proficient crewmembers having between 5 and 10 years of operational flying experience).

4.3.1.3. FTL C – Inexperienced Mission Ready Crewmember (e.g., as a guide, crewmembers having less than 5 years of operational flying experience). May include MR line crewmembers, individuals pursuing MR status upon completion of IQT, flight test crewmembers, and other crewmembers in staff positions.

4.3.1.4. FTL D – Not Used.

4.3.1.5. FTL E – BAQ or BMC Non-Instructor Staff. May include senior officers, MAJCOM, NAF, 618 AOC (TACC), and Air Mobility Liaison Officer (AMLO) crewmembers (among others) who are not maintaining MR or instructor status. FTL E requirements are insufficient for MR status and crewmembers assigned to FTL E will fly with an instructor of like-specialty at all times. **(T-2).** **Note:** Pilots assigned FTL E should be coded FPN at all times.

4.3.2. Change of FTL. Once the semi-annual period begins, do not move a crewmember to a level requiring fewer events. **(T-3).** **Exception:** Units associating FTLs with crew positions may change FTLs following an upgraded certification (e.g., instructor certification). BAQ crewmembers may be placed into a different FTL upon completion of MR certification. Continuation training requirements may be prorated, where appropriate, when a change in training level occurs.

### 4.4. Crediting Event Accomplishment.

4.4.1. Crewmembers may credit events accomplished during training, operational missions, and satisfactory evaluations, toward currency and continuation training requirements. Event completion establishes subsequent due dates. Training events accomplished during an upgrade training period prior to the evaluation are credited to the crewmember's current crew position's (prorated as appropriate) continuation training requirements. Events accomplished

during a successful evaluation are credited to the upgraded crew position's (prorated as appropriate) continuation training requirements. **Note:** Use the date of the last successful flight evaluation as the date of accomplishment for flying currency events completed during ATS formal courses. **(T-2).**

4.4.2. Members graded as "Unsat" (Q-3) during a flight evaluation will not log continuation training requirements for any item graded as Q-3 until requalified. **(T-2).**

4.4.3. Make-up training to regain currency (ground or flying) is creditable towards the new training period.

4.4.4. Instructor Training Requirements and Responsibilities. Instructors and flight examiners (EP) may credit fifty percent (50%) of their volume requirements while instructing or evaluating. **Exception:** Instructor and flight examiner pilots may not credit any takeoffs or landings flown by another pilot. Instructor upgrade simulator training may count as a semi-annual refresher simulator and CRM/TEM academics or simulator.

4.4.5. Record all training events in ARMS.

4.4.5.1. Training events conducted during block training or phase training may be consolidated under one ARMS entry.

4.4.5.2. Combined training events may be submitted via a single ARMS entry.

4.4.5.3. Record one-time events and events required for permanent change-of-station (PCS) in ARMS. Units may continue to display one-time events on the crewmember's currency report.

**4.5. Continuation Training Requirements.** Individual crewmembers are responsible for completion and tracking of their own continuation training and are expected to actively work with unit schedulers and training officers to identify, schedule, and accomplish required events.

4.5.1. Ground Training Events. Crewmembers will comply with requirements of the RTM **(T-2).**

4.5.1.1. Failure to accomplish events in the RTM, and without a waiver, shall result in NMR status. **(T-1).** See [paragraph 4.10](#) for details on regaining MR status.

4.5.1.2. Failure to complete mobility training requirements in the RTM does not result in NMR status but may restrict member from certain missions requiring the associated training.

4.5.1.3. Geographic Combatant Commanders (CCMD) and/or Air Force Component Commanders (or their equivalents) may specify additional theater-specific training or mobility requirements for their Area of Responsibility (AOR). Refer to AEF Center's Expeditionary Readiness Training (ERT) guidance and theater-developed Special Instructions (SPINS) (where applicable) for specific theater training requirements. In such cases, aircrew members are required to comply with theater-specific guidance in addition to requirements in this manual. If a conflict exists, comply with the more restrictive version.

4.5.1.4. Attached aircrew members (i.e., MAJCOM, NAF, 618 AOC (TACC), USAFEC, etc.) may accomplish ground training events at locations other than their unit of



attachment. The crewmember is responsible for reporting accomplished training events to their unit of attachment's ARMS office.

4.5.1.5. Crewmembers performing extended alert duty (more than 72 hours) may accomplish ground training during alert postures provided there is no degradation to required response time or mission accomplishment. Specify requirements and/or restrictions in a MAJCOM supplement and/or the unit supplement.

4.5.1.6. Crewmembers who will not remain in the command or will be assigned non-flying positions, are not required to complete ground training event(s) that expire within four calendar months of the change in status date (e.g., reassignment occurs in the month of September, events expiring in May or later need not be accomplished).

4.5.2. Flying and Simulator Continuation Training Requirements. C-21 pilots shall be dual-seat qualified and may accomplish or credit continuation training events in either seat. **(T-2)**. The RTM contains a list of the standardized semi-annual flying continuation training requirements. Flying continuation training events shall only be credited by individual crewmembers when that crewmembers is current and qualified in the event or under the supervision of an instructor. **(T-2)**. Crewmembers shall not credit continuation training events when their Q/I evaluation is past due. **(T-2)**.

4.5.2.1. ATD Credit for Training Requirements. Flying events authorized via the RTM to be accomplished using a simulator, will be logged in ARMS by replacing the first character of the ARMS code with an "S" (simulator). **(T-2)**. **Note:** S-codes dual credit the associated flying event when completion via simulator is authorized.

4.5.2.2. Pilots may maintain or regain currency with events accomplished in the simulator.

4.5.2.3. Mission profile simulators are flown in the same manner as the aircraft, to include the wear and use of professional gear, as applicable (headsets, etc.).

4.5.2.4. Simulator TDYs are scheduled as ground events in Global Decision Support System (GDSS).

4.5.2.5. Simulator sortie cancellation authority resides with the OG/CC (or designated representative).

4.5.2.6. Mission profile, Emergency Procedures Evaluation (EPE), and refresher simulators are scheduled with an Aircraft Commander (AC) or IP on the crew. OG/CCs shall be allowed to waive the AC/IP requirement and allow two Phase II Mobility Pilot Development (MPD) pilots to credit a simulator refresher. **(T-3)**.

4.5.2.7. Allocation of Flying Hours for Continuation Training. Each MAJCOM allocates flying hours to each wing as training, test, and ferry hours or operations and maintenance (O&M) hours. Allocated hours provide all crew positions with sufficient hours (based on FTL C) to accomplish required continuation flying training events.

4.5.2.8. Senior officers and staff crewmembers maintaining BAQ status will (as a minimum) maintain FTL E continuation training requirements. **(T-2)**. **Note:** This requirement also extends to any additional aircraft in which the crewmember maintains a qualification. Senior officers and staff crewmembers maintaining BAQ status will fly supervised when occupying a primary crew position. **(T-2)**. For senior officers, the

annual simulator refresher course may be completed with tailored simulator proficiency training in lieu of a full classroom and simulator refresher profile. Instructors will log annual CRM/TEM Refresher, CRM/TEM Simulator, and Simulator Refresher Course for the senior officer upon completion of training. **(T-2)**. Waiver authority for the senior officer simulator refresher course is MAJCOM/A3T.

**4.6. Flight Surgeon Continuation Training Flying Requirements.** AFMAN 11-202V1, **Table 1**, defines Flight Surgeon requirements and is the source document for the following items.

4.6.1. Flight Surgeons shall be on Aeronautical Orders assigning Aviation Service Code (AS) 8A status any time they log time in this MDS as a secondary airframe or when assigned to AMC and logging time in any DoD or foreign military aircraft for which authorization has been granted. **(T-1)**.

4.6.1.1. Flight Surgeons are required to complete the following ground training items for continuation training purposes in accordance with the timelines established in the most current RTM: Emergency Egress - Non-Ejection Seat (LL03), Aircrew Flight Equipment Training (AFET) (LL06), Aircrew Flight Equipment (AFE) Fit Check (LL07), Combat Survival Training (SS02), and Water Survival Training (SS05).

4.6.1.2. Flight Surgeons are required to complete the following mobility training items for continuation training purposes in accordance with the timelines established in the most current RTM: ISOPREP Review (GM09Y) and Conduct after Capture (SS03).

4.6.2. Flight Surgeons will maintain the following flying proficiency and currency (as a minimum) in accordance with AFMAN 11-202V1, Table 1.

4.6.2.1. Six (6) Total Flight Surgeon Sorties per Semi-Annual Period (FF00). **(T-2)**.

4.6.2.2. Twelve (12) Total Flight Surgeon Sorties per Annual Period (FF00). **(T-2)**.

4.6.2.3. One (1) Night Sortie, Flight Surgeon (FF02) per Semi-Annual Period (credits FF00). **(T-2)**.

4.6.2.4. Two (2) Night Sorties, Flight Surgeon (FF02) per Annual Period (credits FF00). **(T-2)**.

4.6.2.5. To maintain currency, time between flights will not be more than 60 days. **(T-2)**.

4.6.3. Loss of Currency. MAJCOMs establish procedures for flight surgeons to regain flying currency. Flight Surgeons that exceed six months between sorties require completion of Emergency Egress Training, Non-Ejection Seat (LL03), with a certified aircrew instructor prior to the next flight. If the time between sorties is greater than 60 days but less than six months, Flight Surgeons require an Aircraft Commander's signature on a copy of the AMC/SGP Memo or other approved form (e.g., AF Form 1522, locally generated form, memo, etc.) to certify that an egress procedures review was completed prior to flight. **Note:** Documentation on AFTO 781, *ARMS Aircrew/Mission Flight Data Document*, is not acceptable. The Flight Surgeon is required to submit this documentation to the local Squadron or Host Aviation Resource Manager (SARM/HARM) office upon mission completion. SARM/HARM files documentation in accordance with AFRIMS disposition.

#### **4.7. Senior Officer Qualification Continuation Ground and Flying Requirements.**

4.7.1. SOQ pilots will complete required ground training requirements in accordance with the RTM. **(T-2)**. Units may tailor annual simulator refresher training events and profiles for senior officers. MAJCOM/A3 is designated as the waiver authority for SOQ ground and flying continuation training events identified in this manual and the RTM. **Note:** Refer to [Attachment 2](#) for training documentation guidance. **(T-2)**.

4.7.2. SOQ pilots will complete flying training requirements associated with their assigned FTL in accordance with the RTM. **(T-2)**. SOQ crewmembers will (as a minimum) maintain FTL-E continuation training requirements. **(T-2)**. **Note:** This requirement also extends to any additional aircraft in which the SOQ crewmember maintains a qualification.

4.7.3. SOQ pilots shall fly under Direct Instructor Supervision at all times. **(T-2)**. Instructors are required to use sound judgment and Risk Management (RM) principles to assess a SOQ pilot's prior experience, recency of flight, and overall proficiency when determining the maneuvers an SOQ pilot may perform.

4.7.4. SOQ pilots are not exempt from CCMD or AFTRANS (or equivalent) requirements. See [paragraph 4.5.1.3](#)

**4.8. Ancillary Training.** Ancillary Training is guidance or instruction that contributes to mission accomplishment, but is separate from an Air Force Specialty or occupational series. This manual is not the governing directive for completion of ancillary training events. Aircrew members comply with published frequencies listed in the most current RTM, where indicated. Otherwise, consult the source publication and/or AEF Online ERT Checklist for required training frequency found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>. **Note:** Per AFMAN 11-202V1, this manual, AFMAN 11-202V1, and the RTM are the only publications that designate grounding an aircrew member.

4.8.1. Expeditionary Training Requirements. See Unit Deployment Manager (UDM) representative to ensure compliance with additional non-aircrew specific expeditionary readiness training (ERT) requirements available on the Air and Space Expeditionary Forces website (AEF Online).

4.8.2. ARMS Tracking for Ancillary Training Events. Not all ancillary training is tracked in ARMS. AMC/A3T has adopted a new ARMS coding structure. A master list of approved MAF-specific ARMS event identifiers will be maintained by AMC/A3TF. Units should continue to track ancillary training events in the appropriate training management system of record (e.g., Advanced Distributed Learning System (ADLS)) for events not tracked in ARMS. **Note:** Crews should continue to reference the source document that establishes the requirement for event specifics and frequency using the event name, as the MAF-specific codes could be different from the parent publication.

**4.9. Proration of Training.** Crewmembers who are not available for flying duties due to extenuating circumstances for extended periods of time (generally 16 days or more) may be eligible for proration of training requirements in accordance with AFMAN 11-202V1 and this manual. Proration should be used judiciously, especially when considering prorating the same crewmember for consecutive semi-annual training periods.

**Table 4.1. Individual Availability.**

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
>166	6

4.9.1. Proration Formula. Use **Table 4.1** to determine the number of months the crewmember is available during the training period (e.g., crewmember is on a non-flying TDY for 118 days during the semi-annual period (otherwise available for 64 days) equals 2 months available per **Table 4.1**). Multiply the number of months available by the event volume from the appropriate table, divided by the total number of months in the training period, then round down to the nearest whole number, but never less than 1 (e.g., 2 months available x 12 instrument approaches / 6 months in the semi-annual training period = 4 required). Subtract previous accomplishments from the prorated total to determine remaining requirements. **Note:** When the prorated volume is reduced to one for any event that is not 100% creditable in the simulator, then that event is required to be accomplished in the aircraft.

4.9.2. Permanent Change of Station Considerations. Crewmembers who PCS during the training period to a unit flying the same MDS aircraft and enter the same or lower FTL may credit training accomplished at the previous base. **Note:** There could be two proration calculations needed when a PCS overlaps a change to a new semi-annual training period. **Note:** Use date departed last duty station through 7-days after a crewmember signs in at a CONUS location or 14-days after a crewmember signs in at an Outside the Continental United States (OCONUS) location to determine the number of days available. **Exception:** Use the date of the first training event for the calculation when the training event occurs prior to the 7- or 14-day standard.

4.9.3. Change in Flight Training Levels. Proration may be used for certain crewmembers who require a change in training levels during the semi-annual period (e.g., completion of MR certification) in accordance with **paragraph 4.3.2** **Note:** Events accomplished while assigned to the prior FTL are not credited toward the new FTL.

**4.10. Failure to Complete Continuation Training Requirements.** Declare individuals in Air Force Input Tool (AF-IT) as N-MR, non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete ground or flying continuation training requirements in accordance with AFMAN 11-202V1. **Note:** This does not pertain to individuals pursuing MR status after initial qualification or requalification training.

4.10.1. Flying Training Currency. Currency events are denoted in the most current RTM under the “CUR” column with prescribed maximum intervals between accomplishments.

Failure to meet a currency requirement results in the crewmember being non-current for that training event.

4.10.1.1. Place individuals non-current in one or more currency events in NMR/N-BMC/N-BAQ status (as appropriate) in those unit missions requiring that event.

4.10.1.2. Crewmembers are non-current on the day after an event currency expires (i.e., a crewmember that accomplished an event with monthly currency on 1 September becomes non-current on 1 October).

4.10.1.3. Crewmembers who are non-current for flying training events will be under direct instructor supervision while performing the non-current event(s) until currency has been regained or a waiver has been approved, except as provided below. **(T-2).** Sq/CCs may approve non-current crewmembers to fly unsupervised on sorties where the events causing non-current status are not conducted. **Exception:** A crewmember who is non-current in takeoff (AT59Y), instrument approach (AP15Y), or landing (AL01Y) will be supervised on all sorties until currency is regained. **(T-2).**

4.10.1.4. Individuals who, by the nature of their crew position are NMR, or already require instructor supervision (i.e., some individuals in MQT, FTL E crewmembers) do not need to be separately placed in supervised status over and above what their crew position or training program already confers on them. Crew members in a training program who are already qualified, who have reached a point in their training program before the end of the semi-annual period that permits them to fly unsupervised, who fall within the currency window to revert to an earlier crew position (e.g., FPK, etc.), or who are undergoing training as a result of a failed evaluation, will be tracked as NMR for unit readiness purposes. **(T-2).**

4.10.2. Failure to Complete Semi-Annual Volume Flying Training Requirements. Crewmembers who fail to accomplish the total number of each required semi-annual training event (full or prorated volume, as appropriate) in the RTM become non-current for the individual event(s) on the first day of the new semi-annual training period. Sq/CCs will take the following actions at the end of the semi-annual training period. **(T-2).**

4.10.2.1. Review ARMS products for those crewmembers who become non-current for volume events.

4.10.2.2. Place each non-current crewmember in N-MR, N-BMQ and N-BAQ status (as appropriate).

4.10.2.3. Formulate a get-well plan to re-establish individual currencies.

4.10.2.4. Assure that each non-current crewmember is under direct instructor supervision while performing the non-current event(s) until currency is regained or a waiver has been approved.

4.10.2.5. Units will document by crewmember on an “End of Semi-Annual N-MR, N-BMQ and N-BAQ” letter incomplete events and required actions for each crewmember to regain currency. This allows for tracking of non-current events after ARMS tables are “rolled over” to the new semi-annual period. The default volume of training necessary will be one event unless documented as greater on the “End of Semi-Annual N-MR, N-BMQ, N-BAQ” letter. **(T-2).** **Note:** Overdue currency and ground continuation training

are not included or tracked on the “End of Semi-Annual N-MR, N-BMQ and N-BAQ” letter. **Note:** Letters should be accomplished and maintained electronically using a MAJCOM-approved electronic training database (e.g., GTIMS), but may be accomplished and maintained manually if GTIMS is not yet adopted.

4.10.3. Regaining Currency for Flying Training Events. Non-current crewmembers may regain currency using one of two methods. Crewmembers either complete Sq/CC-assigned training events or they may be granted a waiver.

4.10.3.1. Completion of Assigned Training. Crewmembers become current upon completion of Sq/CC-assigned training event(s).

4.10.3.2. Waivers. Crewmembers may be granted a waiver in accordance with [paragraph 1.5.9](#) to re-establish flying training event currency. Document waivers, when determined appropriate, in accordance with MAJCOM-directed waiver requirements (addressed in [paragraph 1.5.9](#)). Commanders will base the decision to waive a flying continuation training event on the individual crewmember’s experience and proficiency level. **(T-2)**. Considerations such as a crewmember’s availability, manning shortfalls, etc. are not appropriate reasons for granting continuation training waivers. **Note:** AMC units are required to use GTIMS for waiver documentation.

4.10.3.3. Non-Current for up to Six Months. Crewmembers maintain their current training level and no training folder is required. Crewmember will demonstrate proficiency in the aircraft or simulator (as appropriate) in all delinquent items while under supervision of an Air Force instructor (or ATS contract instructor when the RTM permits regaining currency in the ATD).

4.10.3.4. Non-Current Exceeding Six Months. Crewmember is declared Unqualified for a loss of currency for events as annotated in the RTM. The crewmember will complete Sq/CC directed requalification training and evaluation according to AFMAN11-2C-21V2. For all other currency events, regain currency by demonstrating proficiency in the aircraft or ATD to the satisfaction of an Air Force instructor (or ATS contract instructor when the RTM permits regaining currency in the ATD) in all delinquent items. Unqualified crewmembers cannot log flight training events (except if successfully accomplished in an official requalification program or on a successful evaluation in accordance with [paragraph 4.4.1](#) and [4.4.3](#)).

4.10.4. Failure to Complete Ground Continuation Training Requirements.

4.10.4.1. Declare aircrew members who fail to complete ground continuation training events required by the RTM as non-current for the specific training event(s). **(T-2)**. Designate those crewmembers as N-MR, N-BMC and N-BAQ until currency is regained or a waiver is granted. **(T-2)**.

4.10.4.2. Declare aircrew members who fail to complete aircrew-specific mobility training events required by the RTM as non-current for those specific training events. **(T-2)**. Do not designate these crewmembers as N-MR, N-BMC, N-BAQ, but restrict the crewmember from performing missions requiring the delinquent event(s) until the required training is accomplished or a waiver is granted. **(T-2)**.

4.10.4.3. Regaining Currency for Aircrew Ground Continuation Training Events. A crewmember has two options to regain currency for ground continuation training events.

4.10.4.3.1. The crewmember completes the required ground training to re-establish currency.

4.10.4.3.2. Specific event(s) may be judiciously waived in accordance with [paragraph 1.5.9](#) Such a waiver is intended to account for unforeseen circumstances and is only for events that do not degrade mission accomplishment. Base waiver decisions on the individual crewmember's experience and proficiency level. Do not base waiver decision on scheduling or availability concerns. A waiver extends the due date for the specific event(s) but does not delete the requirement. Aircrew members should complete the event(s) to re-establish currency as soon as possible after currency is lost.

4.10.4.4. Crewmember Restrictions While Non-Current for Ground Continuation Training Events. With the exception of mandatory grounding items noted in the RTM, crewmembers who are non-current for events in the RTM may be permitted to fly on specific sorties under instructor supervision, provided the overdue training event(s) is/are not applicable to that sortie. **Exception:** Crewmembers who are non-current for Combat Survival Training (SS02) or Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. **Exception:** Non-CONUS-based crewmembers may fly local or theater sorties within their assigned theater that do not transit combat zones when SS02 is overdue or do not include over-water segments when SS05 is overdue until currency is regained or a waiver is granted.

4.10.4.5. An individual NMR for failure to complete Hazardous Cargo Ground Training (GD39Y) may fly unsupervised on local training missions only with Sq/CC approval until training is completed.

4.10.5. Make-up training (ground or flying) is creditable towards the new training period.

**4.11. Requirements before PCS or TDY by Members on Active Flying Status.** See AFMAN 11-202V1.

**4.12. Requirements before Removal from Active Flying.** See AFMAN 11-202V1.

**4.13. Requirements While in Inactive Flying Status.** See AFMAN 11-202V1.

**4.14. Aircrews Flying in Non-USAF Aircraft or with Non-USAF Units.** See AFMAN 11-202V1.

**4.15. Training Period.** Continuation training program is based on six month (semi-annual) periods (1 January – 30 June; 1 July – 31 December). MAJCOMs may adjust training periods based on unique mission requirements.

## Chapter 5

### UPGRADE TRAINING

**5.1. General Requirements.** This chapter identifies general prerequisites and training requirements for upgrade. See minimum flying-hour requirements and prerequisites in **Table 5.1**

5.1.1. The flying time prerequisites for upgrade are based on the crewmember having gained the knowledge and judgment required to effectively perform assigned duties in support of the unit's missions. Therefore, it is essential that unit-level training programs focus efforts to develop each crewmember's knowledge and judgement as he or she progresses through their flying career.

5.1.2. General Requirements for Formal Upgrade Courses. The following items are basic requirements for formal upgrade training programs (not all-inclusive).

5.1.2.1. Completion of applicable ground and flying requirements required by this manual.

5.1.2.2. Completion of academic prerequisites and special requirements detailed in the ETCA.

5.1.2.3. In-depth knowledge of aircraft systems, operating policies, governing instructions, and applicable tactics, techniques, and procedures for their Major Weapons System (MWS).

5.1.2.4. Achieve the minimum flying-hour prerequisite.

5.1.2.5. Course allocation provided by the MAJCOM Quota Manager for the intended course.

5.1.3. Waiver Authority for Formal Course Prerequisites. OG/CC is the designated waiver authority for flying-hour prerequisites required for entry into formal upgrade courses (see **Table 5.1**). Consult the course syllabus and/or the organization establishing the requirement for other waiver authority determinations.

**Table 5.1. Upgrade Prerequisites.**

From	To	Prerequisites	Tasks and Events Required Prior To Certification	Notes
FP	MP	<ul style="list-style-type: none"> <li>• Prior MWS AC</li> <li>• Sq/CC recommendation</li> <li>• Semi-annual Refresher</li> <li>• TFT/PAA – 700/50</li> </ul>	<ul style="list-style-type: none"> <li>• MPD Phase II Guide/PQP (As req'd)</li> <li>• Operational Mission Evaluation (OME) (Not required for prior C-21 MP)</li> </ul>	1, 4
FP	MP	<ul style="list-style-type: none"> <li>• First Assignment C-21 Pilot</li> <li>• Sq/CC Recommendation</li> <li>• Qual/Instm Evaluation</li> <li>• TFT/PAA - 400/200</li> </ul>	<ul style="list-style-type: none"> <li>• MPD Phase I and II Guides</li> <li>• OME</li> </ul>	1, 4, 5



MP	IP	<ul style="list-style-type: none"> <li>• 100-hours PAA after MP Certification</li> <li>• 50 hours for previous MWS IP</li> <li>• Sq/CC Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-course Trainers</li> <li>• Instructor Aircraft Commander Course (FTU or in-unit)</li> </ul>	2,4
IP	EP	<ul style="list-style-type: none"> <li>• Sq/CC Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• in accordance with OG or Sq Guidance</li> </ul>	3

**Notes:**

Refer to AFI 11-401, AMCSUP, *Aviation Management*, for pilot designation codes.

1. Only primary and secondary time is creditable towards Total primary aircraft authorized (PAA) time. PAA hour requirements are met prior to beginning MP Upgrade. Candidates will complete an evaluation and/or certification. **(T-2)**.
2. All flying-hour requirements are attained prior to entry into the IP upgrade program. Only primary and secondary time is creditable towards PAA time. 100 hours PAA does not apply to those previously qualified as C-21 instructors.
3. Unit CC recommendation not required for MAJCOM flight examiners.
4. Total Flying Time (TFT) represents all flying time logged aboard a fixed wing aircraft as a military pilot including Specialized Undergraduate Pilot Training (SUPT) “student” and “other” time (TFT does not include time in another aircrew specialty or remotely piloted aircraft (RPA) time). Simulator time is creditable to meet TFT requirement. Simulator time is not creditable towards PAA time.
5. The OG/CC may substitute a Spot evaluation for a Qualification or Instrument profile.

**5.2. Mobility Pilot Development (MPD).** MPD is a program for PIQ graduates leading to aircraft commander certification. MPD pilots are not aircraft commanders. The MPD program consists of the PIQ formal training course followed by continuation training and seasoning in a primary aircraft, then progresses to the MPD pilot’s upgrade to and certification as aircraft commander. **Note:** PIQ and AC upgrade programs are described elsewhere in this manual. MPD continuation training and seasoning is divided into multiple phases: MPD Phase I, MPD Phase II, GRACC, and commander certification to aircraft commander. All MPD pilots will be dual-seat qualified in their assigned aircraft and will maintain qualification requirements according to AFMAN 11-2C-21V2. **(T-2)**. **Note:** See minimum flying hour requirements in [Table 5.1](#) The commander’s assessment of the MPD pilot’s performance drives the timeline required to upgrade to aircraft commander. Unit commanders should tailor continuation training and seasoning programs to the individual pilot’s knowledge, skill, and experience level. The success of the MPD program depends on MPD pilots being effectively mentored and provided with sufficient training and development opportunities for success.

**5.3. MPD Continuation Training.**

5.3.1. Documentation. Document MPD training using ARMS as follows: MPD Phase I uses ARMS code CP15Y, MPD Phase II uses ARMS code CP17Y, GRACC uses ARMS code CP11Y, and aircraft commander certification uses ARMS code CP03Y. Document full-course completion and Sq/CC certification using the AF Form 4324 (or electronically using

GTIMS). **Note:** Units will comply with the training documentation requirements detailed in [Attachment 2](#). (T-2).

5.3.2. Training Guides. MPD Phase I and II guides are available for download on the AMC/A3T Sharepoint®. MPD pilots should carry appropriate training guide(s) on all sorties to maximize training opportunities. **Note:** Prior C-21 MPs are not required to accomplish either Phase I or II training guides.

5.3.3. MPD Phase I (CP15Y). MPD Phase I (applies only to first-assignment pilots in the C-21) consists of core aircraft commander development activities for new pilots. The center of this training is the MPD Phase I Training Guide that focuses on communications, checklist discipline, aircraft systems knowledge, and basic mission planning to build the MPD pilot's knowledge and understanding of their assigned aircraft and its mission. MPD Phase I pilots are not expected or authorized to act as aircraft commanders. The program's intent is to provide them with a variety of opportunities to observe and learn aircrew leadership fundamentals from aircraft commanders in multiple settings. MPD Phase I pilots should not be assigned additional duties in the squadron during their training period to allow them to focus on study and flying the mission to the maximum extent possible. MPD Phase I pilots will complete the MPD Phase I Training Guide NLT 180 days after becoming mission ready. (T-3). **Note:** Pilots crossflowing from First Assignment Instructor Pilot (FAIP), another OSA/EA platform, or non-MAF weapons systems are not required to complete MPD Phase I.

5.3.3.1. MPD Phase I pilots normally fly in the right seat for day-to-day operations. MPD Phase I pilots may fly in the left seat under direct supervision of an IP. They may occupy either seat for refresher simulators, but may use any proficiency time available at the end to build left-seat experience. MPD Phase I pilots may be in either seat for proficiency simulators.

5.3.3.2. MPD Phase I may be considered complete no earlier than 6 months after training start date (as defined in [paragraph 1.7.1](#)), provided the pilot has attained a minimum of 100 PAA hours and has completed the MPD Phase I Training Guide. Document Sq/CC approval via the STRP and transition the pilot to MPD Phase II.

5.3.4. MPD Phase II (CP17Y). MPD Phase II builds on core knowledge and experience gained in MPD Phase I. The center of this training is the MPD Phase II Training Guide that focuses on flying skill, situational awareness, mission considerations, and crew management in preparation for certification as an aircraft commander. As MPD Phase II pilots advance in knowledge, they are encouraged to practice actual mission management skills and decision making under the guidance of their AC or IP. **Note:** Individual units may create their own MPD Guides tailored for PQP crewmembers that combines applicable topics from Phase I and Phase II MPD Guides.

5.3.4.1. During MPD Phase II, pilots receive balanced exposure by flying in both seats. MPD Phase II pilots may fly in the left seat under supervision of an AC or higher. Unit leadership will use sound judgment and solid Operational Risk Management (ORM) principles to determine crew complement and the seat the MPD pilot occupies. (T-2). MPD Phase II pilots should be in the left seat during refresher and proficiency simulators.

5.3.4.2. MPD Phase II may be considered complete when the MPD Phase II Training Guide and all prerequisites defined in [Table 5.1](#) are complete. Document Sq/CC

approval via the STRP and review training records to determine suitability and timing for upgrade to aircraft commander. Units will determine upgrades based on performance, experience, and requisite flight hours. **(T-3)**. MPD pilots shall have a minimum of one flight evaluation (AF Form 8) following FP mission-ready certification before entry into aircraft commander upgrade. **(T-2)**. **Exception:** Crossflow pilots from FAIP, OSA, or non-MAF major weapons systems are exempt from this flight evaluation requirement (Crossflow RPA pilots are not exempt from flight evaluation).

5.3.5. Global Reach Aircraft Commander Course (GRACC) Certification (CP11Y). This event is an essential familiarization with the operational command and control structures and mission management oversight that resides at the headquarters level. See [paragraph 1.16.2](#) for scheduling and [Chapter 7](#) for additional course details. Attendance is mandatory for AMC pilots and highly encouraged for all others during upgrade and prior to certification as an aircraft commander. The intent is for MPD pilots to attend GRACC after completion of MPD Phase II (CP17Y) and prior to beginning PCO.

5.3.6. Pilot Checkout (PCO) Course. PCO (also referred to as aircraft commander upgrade) is the final training course before a MPD pilot's certification as an aircraft commander. The Sq/CC determines (via the STRP) projected date for the MPD pilot's PCO course. The actual training start date occurs with the first PCO training event. Training time limitation is defined in [Table 1.1](#) PCO requires a formal training folder or electronic equivalent (e.g., GTIMS) to document required training and certification. Multiple training programs may be combined into a single training folder (or GTIMS training template), at the unit commander's discretion. **Note:** Training guides are authorized. **Note:** Units will comply with the training documentation requirements detailed in [Attachment 2](#). **(T-2)**.

5.3.6.1. Complete applicable ground and flying training requirements of this volume.

5.3.6.2. C-21 MP qualification training is conducted in-unit. IP supervision is required during non-critical phases of flight and direct IP supervision during critical phases of flight. **Note:** It is permissible for an aircraft commander candidates to be in both seats in the simulator while under IP supervision, as required.

5.3.7. Certification. Complete certification in accordance with this manual and document via STRP. Assign the appropriate Mobility Pilot Designation Code in accordance with AFI 11-401 AMCSUP, Table A2.4.

## **5.4. Aircraft Commander Certification (Prior-Certified in another MWS).**

5.4.1. Prerequisites.

5.4.1.1. Pilot Initial Qualification (PIQ) Course or as defined by the Sq/CC.

5.4.1.2. 50 C-21 PAA hours. **(T-3)**.

5.4.2. Training Requirements. Complete an Operational Mission Evaluation (OME).

5.4.3. Certification. Complete certification in accordance with this manual and document via STRP. Assign the appropriate Mobility Pilot Designation Code in accordance with AFI 11-401 AMCSUP, Table A2.4.

**5.5. Aircrew Instructor Program.** The instructor course is designed to teach selected crewmembers the fundamentals and concepts of instructing. Select instructor candidates based on experience, judgment, ability to instruct, flying skill, and technical knowledge.

5.5.1. Prerequisites.

5.5.1.1. IP candidates will have the required flight hours in accordance with [Table 5.1 \(T-2\)](#). **Note:** Not applicable to previously qualified C-21 instructors.

5.5.1.2. IP candidates will be provided at least three training flights during their Pre-IAC Course. **(T-2)**.

5.5.1.3. IP candidates shall be thoroughly familiar with aircraft systems and equipment, normal and emergency operating procedures, prohibited maneuvers, and aircraft performance under all conditions of flight. **(T-2)**.

5.5.1.4. IP candidates will demonstrate knowledge by organizing and conducting ground briefings on a cross-section of subjects from applicable directives (e.g., AFMAN, 11-202V1, AFI 11-202V2, etc.). **(T-2)**. Briefings may be conducted as part of the existing continuation training or flying safety program, but are required to be critiqued by an instructor of like-specialty for content, organization, and delivery.

5.5.1.5. IP candidates will be proficient in right-seat operations prior to attending the formal school. **(T-2)**.

5.5.1.6. IP candidates will be provided instruction by a qualified instructor to introduce documentation standards described in [Attachment 2](#). **(T-2)**.

5.5.1.7. IP candidates will complete any additional training requirements listed in an OST-approved training guide (where established). **(T-3)**.

5.5.2. Instructor Course. Individuals who complete the applicable instructor course are qualified instructors for all mission qualification events in which they maintain currency.

5.5.2.1. Instructor candidates will attend the contractor-administered Instructor Course, including associated simulator training. **(T-2)**. Waivers may be requested and are evaluated on a case-by-case basis if formal school course allocations are not available. See [paragraph 5.5.2.3](#) for secondary method upgrade.

5.5.2.2. FTU instructors will complete the FTU Faculty Instructor Upgrade Program. **(T-2)**.

5.5.2.3. Unit level Instructor Preparatory Course (IPC). Wings may conduct IPC for instructor candidates at the squadron/GSU level with MAJCOM/A3T approval on an individual basis if formal slots are not available. Each IPC program has a primary instructor appointed by the applicable Unit/CC to be responsible for course content, scheduling, records, and training of new IPC instructors. IPC staff may be of any size but should be limited to only enough to accomplish unit requirements.

5.5.2.4. IPC Guidance. Unit level IPC is conducted according to a plan submitted to and approved by the appropriate OSS/OST and an information copy is forwarded to MAJCOM/A3T. Unit level IPC guidance in addition to that provided by the formal school and the ATS is encouraged.

5.5.2.5. Instructor candidates who previously attended a formal instructor course for instructor qualification and were certified in any US Air Force or Navy fixed-wing aircraft may upgrade in-unit without completing the ATS instructor course. In-unit instructor upgrades require OG/CC approval. MAJCOM waivers are not required. Unit commanders determine training required to complete upgrade. Instructor candidates who attend the contractor-administered instructor qualification course at the FTU or in-unit may incur an ADSC in accordance with AFI 36-2107. All initial instructor upgrade candidates shall be mission-ready for a minimum of 6 months prior to their upgrade course start date. **(T-3).**

5.5.2.6. For ground and flight training requirements, all initial instructor upgrade candidates will complete training on the principles of instruction at the formal school if available. **(T-2).** **Note:** Units will comply with the training documentation requirements detailed in [Attachment 2](#). **(T-2).**

#### 5.5.3. Instructor Written Examinations.

5.5.3.1. Open Book Exam. AFMAN 11-2C-21V2 defines this requirement. Scenario-driven instructor questions are incorporated into the Instructor Qualification Open-Book Examination.

5.5.3.2. Instructor or Examiner CRM/TEM. Initial Instructor CRM/TEM should be included in formal and in-unit upgrade. Units develop course material locally for in-unit upgrades.

#### 5.5.4. Instructor Responsibilities:

5.5.4.1. AF instructors require competency as subject matter experts adept in the methodology of instruction. They also require proficiency in evaluating, diagnosing, and critiquing student performance, identifying learning objectives and student difficulties; and prescribing and conducting remedial instruction using both platform and in-flight instruction.

5.5.4.2. Provide thorough preflight briefings, post-flight briefings, and critiques. Instructors comply with requirements of mission outlines, as appropriate, for the type of mission being flown.

5.5.4.3. Review each student's training record prior to each training session; observe, document, and report student performance during each training session; provide unbiased constructive feedback to the student regarding their performance during the training period; and accurately document student performance and instructor recommendations in the student's training record. **Note:** Units will comply with the training documentation requirements detailed in [Attachment 2](#). **(T-2).**

5.5.4.4. Ensure all required upgrade training items are completed, signed off, and proficiency demonstrated in accordance with AFMAN 11-2C-21V2 grading criteria before recommending the student for evaluation, or certifying the student as qualified in a tactic or mission. Instructors should further ensure training, operations sections, and the flight commander (or designated representative) is apprised of the student's status.

5.5.4.5. IPs are responsible at all times for flight conduct and aircraft safety. Should the student's judgment or proficiency at the controls raise a question in the instructor's mind

as to the student's ability to safely complete a prescribed maneuver at any time during the flight, the instructor will immediately assume aircraft control. The instructor should then explain and demonstrate proper tactics, techniques, and/or procedures for the maneuver prior to the trainee resuming control of the aircraft. All instructors place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action.

#### 5.5.5. Flight Training.

5.5.5.1. IP candidates may occupy either seat during training. Emphasis is on right-seat proficiency, maneuver techniques, practice instruction, and operating aircraft systems. A minimum of one touch-and-go landing should be accomplished in the left seat, emphasizing the differences in cockpit layout and aircrew duties that affect left seat instructing.

5.5.5.2. Instructor candidates will complete an initial instructor flight evaluation. **(T-2).**

5.5.5.3. Instructor Proficiency. Following upgrade, emphasis should be placed on flying the newly-certified IP in the local pattern to reinforce upgrade training and to gain experience in the local flying environment.

**5.6. Flight Examiner Certification.** The Flight Examiner Course is designed to teach selected instructors the fundamentals and concepts of evaluating aircrew performance against a variety of aviation performance and knowledge standards. Select evaluator candidates based on experience, proficiency, judgment, flying skill, instructional performance, and technical knowledge.

5.6.1. Sq/CC will recommend instructors for flight examiner certification. **(T-2).** Instructors identified for flight examiner certification are required to possess superior knowledge of AMC training and evaluation policies and procedures, and the ability to administer evaluations according to applicable publications.

5.6.2. Flight examiner candidates will:

5.6.2.1. Complete a flight examiner certification course in accordance with local guidance. **(T-2).** **Note:** Sq/CCs may waive this requirement if the candidate is a previously-qualified flight evaluator in any AMC aircraft.

5.6.2.2. Observe qualified examiner(s) conducting a cross-section of evaluations, to include techniques used to evaluate aircraft systems and flight directive knowledge. **(T-3)** **Exception:** Optional for previously-qualified AMC examiners.

5.6.2.3. Demonstrate comprehensive knowledge and application of command policies, AFMAN 11-202V1, AFI 11-202V2, AFMAN 11-2C-21V2, this manual, and MAJCOM supplements. **(T-3).** **Exception:** Previously-qualified AMC examiners may accomplish via a thorough examiner-led briefing of these items to update their knowledge and understanding.

5.6.3. Candidates with no prior flight examiner experience should observe an evaluation before certification.

**5.7. Special Qualifications and Certifications.** Certain aircrew qualifications and certifications are trained after completion of formal qualification and do not affect mission ready

status. Special qualifications and certifications may require an evaluation or only an AF Form 4324 update. These programs are usually taught at the unit level by Air Force instructors of like specialty.

**5.8. Tactical Training.** This section outlines the initial training and certification requirements for pilots to fly tactical flight procedures. Pilots shall not maneuver the aircraft (including during threat response) in a manner that exceeds pilot, flight manual, or aircraft limitations. **(T-0).**

5.8.1. Aircraft Commanders and above shall be trained in Tactical Procedures. **(T-2).** Sq/CCs may provide tactical training to mission-qualified pilots. Initial training may be incorporated into AC upgrade training and is allowed in either the aircraft or simulator. Continuation training and currency requirements may be accomplished in either the aircraft or simulator. Tactical events may be accomplished from the left or right seat.

5.8.2. Unit Commanders are responsible for implementing their tactical maneuver training program. As a minimum, this program should include ground training that emphasizes aircraft defensive limitations, inflight contingencies when operating in a potential threat environment, and specific flight maneuvers to be conducted when a threat is encountered.

5.8.3. Units are encouraged to include this training as part of Aircraft Commander Upgrade or mission certification training. This training program is not required to be tracked via a Letter of Xs.

5.8.4. Once qualified, squadrons should use the simulator to maintain currency, but may use the aircraft on a non-interference basis. For flying continuation training requirements, see the RTM.

5.8.5. Certification. Upon recommendation from the student's IP, the Sq/CC (or designated representative) reviews the training record and completes the certification process (usually during the STRP). Units will document certification on an AF Form 4324 using block 22 (or electronic equivalent in GTIMS) and forward the completed form to the unit ARMS section for processing. **(T-2).**

5.8.6. Training Course Management. 375 OG is the OPR for tactical training course administration and syllabus development and maintenance.



## Chapter 6

### AIRCREW TRAINING SYSTEM (ATS)

**6.1. General Requirements.** Normally, the ATS contractor provides academic and simulator training and the Air Force conducts all flight training and evaluations.

**6.2. Applicability.** As defined in AFMAN 11-202V1, paragraph 5. The ATS is civilian contractor-provided aircrew training. This chapter applies to all crewmembers attending formal schools using ATS courseware or attending ATS initial, upgrade, or refresher training. Simulator training contracts govern USAF-contractor relationships and obligations and may only be modified by the contracting officer. Units will not levy additional requirements on contracted training organizations. (T-2). Contact AMC/A3TA with recommended changes to the aircrew training program.

**6.3. Dedicated Training Time.** As defined in AFMAN 11-202V1. It is imperative that students complete their training in a timely and uninterrupted manner. Students will enroll on a full-time basis. (T-2). Relieve students of duties not directly related to training. Exception: Supervisory personnel may continue their normal duties as time permits when this training is conducted at home station.

**6.4. ATS Course Prerequisites.** Each ATS course is designed and based on student prerequisites being met. Prerequisites may include a minimum number of flying hours, unit operations officer recommendation, and completion of applicable training guides. Consult the course summary document or ETCA to determine student entry level for each course.

**6.5. Lesson Objectives.** Lesson Objective Development. Instructors and evaluators use lesson objectives as a reference document to establish training and evaluation standards. The contractor-developed lesson plans are an integral part of the formal syllabus and outline course requirements.

#### **6.6. Unsatisfactory Student Progress.**

6.6.1. If a student's training progress is unsatisfactory, the contractor will notify the government representative (wing training, operations officer, contracting officer representative, etc.). (T-2). Following review of the student's record, the government representative will determine whether to continue or terminate training. (T-2). The contractor will provide written feedback to the unit commander or training office for students who display substandard performance. (T-2).

6.6.2. Remediation Procedures. The contractor and contracting officer shall receive prompt notification from the unit of unsatisfactory performance following a contracted course. (T-2). Local procedures ensure that notification is completed within 24 hours of failure to complete a course and within 48 hours after return to home station for OCONUS units. Remediation subsequent to a failed course completion may be the contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. In every case, close coordination is necessary to achieve maximum trainee progress. Direct contact with appropriate contracted instructor's supervisor is encouraged.

**6.7. Courseware Changes.** Submit courseware changes through appropriate MAJCOM channels, with information copies to AMC/A3T.

**6.8. Master Task List (MTL) and Evaluation Standards Document (ESD).**

6.8.1. MTL/ESD Purpose. The MTL/ESD provides the basis for courseware development. The MTL/ESD, as approved by AMC/A3T, is the evaluation criteria for validating a crewmember's performance. Flight examiners and instructors who evaluate or train crewmembers will use the MTL/ESD to determine the ability of an individual to meet the performance levels required to be mission qualified. **(T-2).**

6.8.2. MTL/ESD Use. The flight examiners and instructors will use the MTL/ESD in the training and evaluation of crewmembers. **(T-2).** Distribution of the MTL/ESD is sufficient to ensure each unit has reference copies for each crew position. Recommended changes are submitted through Air Force channels using an approved quality assurance change proposal process. Changes to the MTL/ESD frequently result in changes to associated courseware.

**6.9. Crew Resource Management and Threat and Error Management (CRM/TEM).**

6.9.1. CRM/TEM Development. CRM/TEM has been designed to train aircrew members to cope with human behavior concerns that potentially affect aircrew performance and safety. Effective Pilot Monitoring (PM) behaviors and relevant Verbalize, Verify, and Monitor (VVM) skills are also trained. Documented studies of aircraft accidents and additional data suggest that most human behavioral problems observed among aircrews can be grouped into three primary categories: interpersonal communications, situational awareness, and team leadership.

6.9.2. CRM/TEM Program. CRM/TEM is presented on a recurring basis throughout training. An introduction to CRM/TEM is presented during initial qualification training. Mission-oriented simulator training (MOST) missions are presented during the annual simulator proficiency. These simulator periods are dedicated to reviewing and applying CRM/TEM principles and effective Pilot Monitoring (PM) behaviors. In addition, relevant VVM skills training is provided during simulated operational mission scenarios.

**6.10. Scheduling.** Student schedule for simulator courses is coordinated through FTU registrar. Registrar will coordinate schedule and all changes with MAJCOM POC (AMC unit schedules are coordinated through 375 OSS/OST). **(T-2).** MAJCOM POC will notify registrar NLT 30 days prior to class start date if unable to fill assigned slot. **(T-2).** Student name changes within 21 days of class start date are evaluated on a case-by-case basis and only approved by the registrar.

**6.11. Aircraft Flights for ATS Training Instructors.** Contractor personnel may fly according to the terms of the current government contract, and shall have a valid Federal Aviation Administration (FAA) Class 2 physical and comply with applicable DoD and AFI guidance, to include DoDI 4515.13-R and AFI 11-401. **(T-2).**

## Chapter 7

### ARMS IDENTIFIERS AND COURSE DESCRIPTIONS

#### 7.1. Description.

7.1.1. ARMS event identifiers have been revised and standardized across mobility platforms and grouped to provide improved functionality for the MAF.

7.1.2. In accordance with SecAF guidance, ancillary training CBT events may be completed via other methods by an appropriately-qualified trainer using the approved training outlines downloaded from ADLS.

7.1.3. Records and Documentation. Units are responsible to ensure that training accomplishment is appropriately recorded in the Training System of Record (e.g., ADLS, etc.) for the specific training course or event, when tracked for convenience in another system (e.g., GTIMS, ARMS, etc.). Course instructors deliver required forms to the appropriate scheduling and training documentation sections within one duty day after teaching a course. AFI 33-360 or governing functional publication may prescribe alternate or additional forms to document certain training. **(T-3). Exception:** Small arms training is recorded on AF Form 522, *USAF Ground Weapons Training Data*, and provided to the student upon completion of the training course, as prescribed by AFI 36-2654, *Combat Arms Program*. Students will then log the training with the appropriate scheduling, training and tracking section. **(T-3).**

**Table 7.1. ARMS Identifier Groups.**

Identifier	Group	Paragraph
AA	USAF-Directed Evaluation Events	<b>7.2.</b>
AB	USAF-Directed Examination Events	<b>7.3.</b>
AC	General Evaluation Events	<b>7.4.</b>
AL	Landing Events	<b>7.5.</b>
AP	Approach Events	<b>7.6.</b>
AT	Start, Taxi, Takeoff (STTO) Events	<b>7.7.</b>
AZ	Abnormal Procedures Events	<b>7.8.</b>
CE	General Certification Events	<b>7.9.</b>
CG	Ground Training Instructor Certification Events	<b>7.10.</b>
CP	Aircraft Commander/Mobility Pilot Development Certification Events	<b>7.11.</b>
CQ/CS	Specialized Certification Events	<b>7.12.</b>
FF	Flight Surgeon Events	<b>7.13.</b>
GC/GD	Ground/Computer-Based Training Events	<b>7.14.</b>
GE	Expeditionary Training Events	<b>7.15.</b>

GH	Communications Training/Equipment Events	<b>7.16.</b>
GM	Mobility Training Events	<b>7.17.</b>
GS	Senior Officer Course Events	<b>7.18.</b>
GV	Ground Exercise Events	<b>7.19.</b>
GX	Simulator Events	<b>7.20.</b>
LL	Aircrew Flight Equipment Events	<b>7.21.</b>
MB	Mission/Sortie Events	<b>7.22.</b>
PC	Aircraft Communications Equipment Events	<b>7.23.</b>
SS	SERE Events	<b>7.24.</b>
TW	Tactical Aircraft Events	<b>7.25.</b>
X	Unit-Defined Events	<b>7.26.</b>

## **7.2. USAF-Specified (AA) Events.**

- 7.2.1. **AA01** – Evaluation, Qualification.
- 7.2.2. **AA02** – Evaluation, Qualification (Simulator).
- 7.2.3. **AA11** – Evaluation, Instrument.
- 7.2.4. **AA12** – Evaluation, Instrument (Simulator).
- 7.2.5. **AA21** – Evaluation, Combined Qualification Instrument.
- 7.2.6. **AA22** – Evaluation, Combined Qualification Instrument (Simulator).

## **7.3. USAF-Directed Examination (AB) Events.**

- 7.3.1. **AB01Y** – Qualification Open Book Examination.
- 7.3.2. **AB03Y** – Qualification Closed Book Examination.
- 7.3.3. **AB09Y** – Instrument Refresher Course (IRC) Examination.
- 7.3.4. **AB41Y** – AFDL Flight Surgeon Examination

## **7.4. General Evaluation (AC) Events.**

- 7.4.1. **AC19Y** – Instructor Evaluation.
- 7.4.2. **AC23Y** – Mission Evaluation.
- 7.4.3. **AC29Y** – Operational Mission Evaluation (OME).
- 7.4.4. **AC35Y** – Senior Staff (Basic Qualification) Evaluation.
- 7.4.5. **AC41Y** – Flight Evaluation Folder (FEF) Review.
- 7.4.6. **AC43Y** – Flight Publications Check.

## **7.5. Landing (AL) Events.**

- 7.5.1. **AL01Y** – Landing.
  - 7.5.1.1. Purpose. Safely recover the aircraft on a landing surface.

7.5.1.2. Description. PF executes a landing procedure (full-stop, stop-and-go, or touch-and-go) resulting in the aircraft safely contacting the intended landing surface.

7.5.1.3. OPR. AMC/A3T

7.5.1.4. Training Media: Aircraft or Level C or better full flight simulator.

7.5.1.5. Instructor. Not required for continuation training.

7.5.1.6. Additional Information. N/A.

**7.5.2. AL13Y – Landing-Left Seat.**

7.5.2.1. Purpose. Safely recover the aircraft on a landing surface from the left seat.

7.5.2.2. Description. PF executes a landing procedure (full-stop, stop-and-go, or touch-and-go) accomplished from the left seat resulting in the aircraft safely contacting the intended landing surface.

7.5.2.3. OPR. AMC/A3T

7.5.2.4. Training Media. Aircraft or Level C or better full flight simulator.

7.5.2.5. Instructor. Comply with MPD requirements located in **Chapter 4**.

7.5.2.6. Additional Information. Used as an optional tool for units to track MPD training balance between left and right seat.

**7.5.3. AL15Y – Landing-Night Unaided.**

7.5.3.1. Purpose. Safely recover the aircraft on a landing surface at night without the assistance of night-vision enhancing devices (e.g., Night Vision Goggles).

7.5.3.2. Description. PF executes a landing procedure (full-stop, stop-and-go, or touch-and-go) resulting in the aircraft safely contacting the intended landing surface at night without use of night-vision enhancing devices.

7.5.3.3. OPR. AMC/A3T

7.5.3.4. Training Media. Aircraft or Level C or better full flight simulator.

7.5.3.5. Instructor. Not required for continuation training.

7.5.3.6. Additional Information: Also credits landing. **Note:** The term “night” for purposes of this event is defined as the time period between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac (<https://www.usno.navy.mil/USNO/astronomical-applications/publications/air-almanac>).

**7.5.4. AL25Y – Landing-Touch-and-Go.**

7.5.4.1. Purpose. Training maneuver that optimizes flight time to maximize transition training in the pattern by allowing many landings to be conducted in a short period of time.

7.5.4.2. Description. PF executes a landing procedure resulting in the aircraft safely contacting the intended landing surface followed by an immediate takeoff procedure without stopping.

7.5.4.3. OPR. AMC/A3T

7.5.4.4. Training Media. Aircraft or Level C or better full flight simulator.

7.5.4.5. Instructor. Current and Qualified instructor pilots may perform touch-and-go landings unsupervised. All others require direct supervision by a fully-qualified instructor pilot (in the seat).

7.5.4.6. Additional Information. Units may use ARMS Code CP09Y to identify touch-and-go qualification, if desired.

## **7.6. Approach (AP) Events.**

7.6.1. **AP03Y** – Approach-Area Navigation (RNAV), Required Navigation Performance (RNP), OR Global Positioning System (GPS).

7.6.1.1. Purpose.

7.6.1.2. Description. RNAV is a method of navigation permitting aircraft operations on any desired course within the coverage and capabilities of the aircraft onboard navigation equipment.

7.6.1.3. OPR. AMC/A3T

7.6.1.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.1.5. Instructor: Not required for continuation training.

7.6.1.6. Additional Information. N/A.

7.6.2. **AP06Y** – Approach-LPV.

7.6.2.1. Purpose. Training for pilots to fly using IAP with the aid of GNSS based Localizer Performance with Vertical Guidance.

7.6.2.2. Description. Any GNSS approach flown to published LPV minimums may be credited if the crew could safely land out of the IAP. While the entire IAP need not be flown, the portion from the final approach fix through the decision height and either a landing or an ATC-coordinated missed approach procedure or instructions are accomplished.

7.6.2.3. OPR. AMC/A3T

7.6.2.4. Training Media: Aircraft or Level C or better full flight simulator

7.6.2.5. Instructor: Not required for continuation training.

7.6.2.6. Additional Information. N/A.

7.6.3. **AP07Y** – Approach-Circling.

7.6.3.1. Purpose. Training for pilots to fly a non-precision IAP to one runway and then safely land on another runway (at the same airport) or opposite direction.

7.6.3.2. Description. Any circling approach may be credited if the crew could safely land out of the circling approach. While the entire non-precision IAP need not be flown, the portion from the final approach fix through the missed approach point through the

circle to either a landing or an ATC-coordinated missed approach procedure or instructions are accomplished.

7.6.3.3. OPR. AMC/A3T

7.6.3.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.3.5. Instructor: Not required for continuation training.

7.6.3.6. Additional Information: See the flight manual, AFMAN 11-2C-21V3, AFMAN 11-202V3, and AFMAN 11-217V1 and 2 for additional information.

**7.6.4. AP15Y – Instrument Approach.**

7.6.4.1. Purpose. Training for pilots to fly Instrument Approach Procedures.

7.6.4.2. Description. Any precision or non-precision approach may be flown and credited if the crew could safely land out of the IAP. While the entire IAP need not be flown, the portion from the final approach fix through the decision height or missed approach and either a landing or an ATC-coordinated missed approach procedure or instructions are accomplished.

7.6.4.3. OPR. AMC/A3T

7.6.4.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.4.5. Instructor: Not required for continuation training.

7.6.4.6. Additional Information: See the flight manual, AFMAN 11-202V3, and AFMAN 11-217V1, Instrument Flight Procedures, and AFI 11-217V2, Visual Flight Procedures, for additional information.

**7.6.5. AP19Y – Approach-Instrument (Manual).**

7.6.5.1. Purpose. Continuation training for pilots.

7.6.5.2. Description. A published approach flown “hands-on” by the PF.

7.6.5.3. OPR. AMC/A3T

7.6.5.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.5.5. Instructor: Not required for continuation training.

7.6.5.6. Additional Information: Instrument approach events may be dual logged where appropriate.

**7.6.6. AP29Y – Approach-Missed.**

7.6.6.1. Purpose. Train pilots in proper missed approach procedures when cockpit automation is inoperative or otherwise not available.

7.6.6.2. Description. Crewmembers demonstrate knowledge and correct execution of missed approach procedures without the use of the aircraft autopilot.

7.6.6.3. OPR. AMC/A3T

7.6.6.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.6.5. Instructor: Not required for continuation training.



7.6.6.6. Additional Information. May be credited any time a missed approach procedure is executed with the autopilot off.

7.6.7. **AP33Y** – Approach Non-Precision.

7.6.7.1. Purpose. Continuation training for pilots.

7.6.7.2. Description. Any VOR, TACAN, localizer, ARA, or ASR may be credited if the crew could safely land out of the approach. While the entire IAP need not be flown, the portion from the final approach fix through the missed approach and either a landing or an ATC coordinated missed approach procedure or instructions are accomplished.

7.6.7.3. OPR. AMC/A3T

7.6.7.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.7.5. Instructor: Not required for continuation training.

7.6.7.6. Additional Information: See the flight manual, AFMAN 11-202V3, AFMAN 11-217V1, and AFMAN 11-217V2 for additional information.

7.6.8. **AP35Y** – Approach-Non-Precision (Auto-Pilot Off).

7.6.9. **AP39Y** – Approach-Non-Precision RMI Only (NDB/VOR).

7.6.9.1. Purpose. Continuation training for pilots.

7.6.9.2. Description. Any NDB may be credited if the crew could safely land out of the approach. While the entire IAP need not be flown, the portion from the final approach fix through the missed approach point and either a landing or an ATC-coordinated missed approach procedure or instructions are accomplished.

7.6.9.3. OPR. AMC/A3TA

7.6.9.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.9.5. Instructor: Not required for continuation training.

7.6.9.6. Additional Information: Non-directional beacons are a type of non-precision navigation aids used during IFR operations to guide the aircraft to a safe landing. Since NDBs are not usually co-located with distance measuring equipment, positional awareness can only usually be gained through a combination of crew coordination, NDB station passage, cross-tuning, timing, radar, and other navigation aids. Because of these factors and others, a higher than normal degree of crew coordination is required for many NDB approaches. See the flight manual, AFMAN 11-202V3, AFMAN 11-217V1 and AFMAN 11-217V2 for additional information. Dual logged with non-precision approach. For units not co-located with a NDB, aircrews may fly VOR approaches using other than the HSI (RMI, BDHI, etc.) and credit a NDB approach.

7.6.10. **AP41Y** – Approach-Precision.

7.6.10.1. Purpose. Training for pilots to fly using IAP with the aid of glide slope and course guidance information.

7.6.10.2. Description. Any ILS or PAR approach may be credited if the crew could safely land out of the IAP. While the entire IAP need not be flown, the portion from the

final approach fix through the decision height and either a landing or an ATC-coordinated missed approach procedure or instructions are accomplished.

7.6.10.3. OPR AMC/A3T

7.6.10.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.10.5. Instructor: Not required for continuation training.

7.6.10.6. Additional Information: See the flight manual, AFMAN 11-202V3, and AFMAN 11-217V1 and 2 for additional information.

7.6.11. **AP43Y** – Approach Precision (Auto-Pilot Off).

7.6.12. **AP53Y** – Approach-VFR Overhead.

7.6.12.1. Purpose. Continuation training and seasoning event for pilots.

7.6.12.2. Description. Visual approach using an overhead traffic pattern procedure.

7.6.12.3. OPR. AMC/A3T

7.6.12.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.12.5. Instructor: Not required for continuation training.

7.6.12.6. Additional Information: Also credits Visual Traffic Pattern.

7.6.13. **AP55Y** – Approach-Visual.

7.6.14. **AP57Y** – Approach-Visual Traffic Pattern.

7.6.14.1. Purpose. Train pilots in proper procedures for entering, operating within, and/or departing established, standard, or non-standard airport traffic patterns.

7.6.14.2. Description. Crewmembers demonstrate knowledge and correct execution of airport traffic pattern procedures.

7.6.14.3. OPR. AMC/A3T

7.6.14.4. Training Media: Aircraft or Level C or better full flight simulator.

7.6.14.5. Instructor: Not required for continuation training.

7.6.14.6. Additional Information. Airport traffic patterns are procedures that improve the flow of traffic at an airport and when properly executed enhance safety. Airport traffic patterns are developed to ensure that air traffic is flown into and out of an airport safely. Each airport traffic pattern is established based on the local conditions, including the direction and placement of the pattern, the altitude at which it is to be flown, and the procedures for entering and exiting the pattern. Training should focus on correct traffic pattern procedures and vigilance in the vicinity of airports when entering and exiting the traffic pattern. Event may be credited anytime a visual traffic pattern is flown under visual meteorological conditions. Examples of visual traffic patterns include overhead, downwind, crosswind, circling, random, etc.

## **7.7. Start, Taxi, Takeoff (AT) Events.**

7.7.1. **AT59Y** – Takeoff.

7.7.1.1. Purpose. Continuation training for pilots.

7.7.1.2. Description. Initial takeoff or takeoff following a touch-and-go landing.

7.7.1.3. OPR. AMC/A3T

7.7.1.4. Training Media: Aircraft or Level C or better full flight simulator.

7.7.1.5. Instructor: Not required for continuation training.

7.7.1.6. Additional Information. N/A

**7.7.2. AT69Y – Takeoff-Left Seat**

7.7.2.1. Purpose. Event to track seasoning and experience of pilots.

7.7.2.2. Description. Initial takeoff or takeoff following touch-and-go landing from the left seat. ARMS code provides an optional tool for units to track MPD training balance between left and right seat.

7.7.2.3. OPR. AMC/A3T.

7.7.2.4. Training Media: Aircraft or Level C or better full flight simulator.

7.7.2.5. Instructor: Not required for continuation training.

7.7.2.6. Additional Information: Also credits Takeoff.

**7.7.3. AT77Y – Takeoff-Right Seat**

7.7.3.1. Purpose. Event to track seasoning and experience of pilots.

7.7.3.2. Description. Any takeoff accomplished from the right seat.

7.7.3.3. OPR. AMC/A3T.

7.7.3.4. Training Media: Aircraft or Level C or better full flight simulator.

7.7.3.5. Instructor: Not required for continuation training.

7.7.3.6. Additional Information: Dual log with Takeoff.

**7.8. Abnormal Procedures (AZ) Events.**

**7.8.1. AZ01Y – Approach and Go-Around (Simulated Engine-Out).**

7.8.1.1. Purpose. Demonstrate proper engine-out-approach and go-around procedures using a simulated single-engine inoperative.

7.8.1.2. Description. PF executes an approach procedure resulting in a go-around, followed by the correct missed-approach procedure for the approach flown, while a single-engine failure is simulated for training purposes. **Note:** Avoid actual in-flight shut-down of an operable engine (refer to Aircraft Flight Manual) for training purposes. **Note:** Event may also be credited when, due to actual in-flight mechanical failure, an engine-out approach is flown and an unplanned situation forces a go-around.

7.8.1.3. OPR. AMC/A3T

7.8.1.4. Training Media: Level C or better full flight simulator.

7.8.1.5. Instructor: Contractor.

7.8.1.6. Additional Information. N/A

7.8.2. **AZ09Y** – Approach and Landing (Simulated Engine-Out, Partial Flap).

7.8.2.1. Purpose. Demonstrate proper approach and landing procedures using partial flaps with a simulated single-engine-out condition.

7.8.2.2. Description. PF executes an approach procedure resulting in a landing with partial flaps while a single-engine failure is simulated for training purposes. **Note:** Avoid actual in-flight shut-down of an operable engine (refer to Aircraft Flight Manual) for training purposes. **Note:** Event may also be credited when, due to actual in-flight mechanical failure, an engine-out approach is flown and an unplanned situation forces a go-around.

7.8.2.3. OPR. AMC/A3T

7.8.2.4. Training Media: Level C or better full flight simulator.

7.8.2.5. Instructor: Contractor.

7.8.2.6. Additional Information. N/A.

**7.9. General Certification (CE) Events.** The following codes provide the basis for tracking aircrew qualification and certification events using the ARMS database (see [paragraph 1.8](#)). ARMS or GTIMS may be used to generate either a hard-copy or electronic Letter of Xs. MAJCOM/A3Ts may authorize additions and modifications to the purpose and description of the codes to meet specific unit and mission requirements.

7.9.1. **CE03Y** – Concealed Carry Certification. Commander certification following the appropriate training program authorizing crewmember to carry a concealed firearm for the purpose of anti-hijacking. Upon certification, the crewmember is issued an AF Form 523, *USAF Authorization to Bear Firearms*, as authorization for concealed carry in the performance of required flight crew duties.

7.9.2. **CE05Y** – Flight Line Driver Certification. Certification provided by the airfield management authority via AF Form 483, *Certificate of Competency*. Requires successful completion of ground training and testing (GD35Y). Contact the installation flightline driver safety program manager.

7.9.3. **CE09Y** – ILS PRM Certification.

7.9.3.1. Purpose: Special certification required for pilots operating at airports with ILS Precision Runway Monitoring (PRM) approach capability.

7.9.3.2. Description: AFMAN 11-202V3 requires aircrews operating aircraft equipped with TCAS to receive training and be certified prior to operating at ILS PRM-capable airports. Training should be accomplished at the FTU to the maximum extent possible. When training is not accomplished at the FTU, it may be accomplished in-unit according to [paragraph 1.5.3](#) and [1.5.4](#) and the Sq/CC or designated representative certifies the pilot via electronic training record (i.e., GTIMS) or an AF Form 4324 as "ILS PRM-Certified." ARMS event identifier is CE09Y, ILS PRM Certification.

7.9.3.3. OPR: HQ AFFSA/XOF.

7.9.3.4. Training Media: Self-study of FAA-designated CBT and training materials.

7.9.3.5. Instructor: Required to sign-off training accomplishment via GTIMS or AF Form 4324.

7.9.3.6. Additional Information: Training program consists of a review of ILS PRM requirements defined in the FAA's Aeronautical Information Manual (AIM), Part 5-4-15, and viewing the FAA video, "*ILS PRM Approach Information for Air Carrier Pilots*" (all training resources are available for download on the FAA's website [http://www.faa.gov/training\\_testing/training/prm/](http://www.faa.gov/training_testing/training/prm/)).

## **7.10. Ground Training Instructor Certification (CG) Events.**

7.10.1. **CG11Y** – Advanced Instrument School (AIS)/Instrument Refresher Course (IRC) Instructor Certification.

7.10.2. **CG21Y** – Crew Resource Management (CRM)/Threat and Error Management (TEM) Instructor Certification.

7.10.3. **CG41Y** – Self-Aid Buddy Care Instructor Certification.

7.10.4. **CG51Y** – Tactical Combat Casualty Care (TCCC) Level 1 Instructor Certification.

7.10.5. **CG52Y** – Tactical Combat Casualty Care (TCCC) Level 2 Instructor Certification.

## **7.11. Aircraft Commander and Mobility Pilot Development Certification (CP) Events.**

7.11.1. **CP03Y** – Aircraft Commander Certification.

7.11.2. **CP11Y** – Global Reach Aircraft Commander's Course (GRACC).

7.11.2.1. Purpose: Familiarize aircraft commander candidates with Headquarters AMC Staff functions and global mission management activities in support of AMC's worldwide mobility mission sets.

7.11.2.2. Description: Attendance is mandatory for AMC pilots and highly-encouraged for MAF-gained AFR pilots during upgrade and prior to certification as an aircraft commander. This event is an essential familiarization with the operational command and control structure, staff functions, and mission management oversight resident at the headquarters level. The course consists of a series of staff-level briefings and face-to-face interaction with the headquarters-level staff to provide each pilot with knowledge and tools they will need as they execute their worldwide mission. Attendees are also provided a familiarization tour of certain headquarters facilities relating to HQ AMC, HQ 18 AF, 618 AOC (TACC), and HQ USTRANSCOM.

7.11.2.3. OPR: AMC/A3T

7.11.2.4. Training Media: In-person attendance at Headquarters AMC, Scott AFB, IL.

7.11.2.5. Instructor: Headquarters-Level Staff Officer.

7.11.2.6. Additional Information: GRACC is transferable between all mobility weapon systems. If unable to complete CP11Y prior to AC certification, AMC units may schedule attendance up to 90 days post-certification with no special provisions required. Attendance beyond 90 days post-certification requires OG/CC approval. See [paragraph 1.16.2](#) for scheduling details. Further course details are available at: <https://cs2.eis.af.mil/sites/10218/sitepages/home.aspx>.

7.11.3. **CP15Y** – Mobility Pilot Development (MPD) Phase I Certification. See [paragraph 5.3.3](#)

7.11.4. **CP17Y** – Mobility Pilot Development (MPD) Phase II Certification. See [paragraph 5.3.4](#)

**7.12. Specialized Crew Certification (CQ and CS) Events.**

7.12.1. **CQ07Y** – DRC Instructor Certification.

7.12.2. **CQ15Y** – Flight Evaluator Certification.

7.12.3. **CQ17Y** – Flight Instructor Certification.

7.12.4. **CQ30Y** – Night Vision Goggle (NVG) Certification.

7.12.5. **CQ31Y** – Personnel Reliability Program (PRP) Certification.

7.12.6. **CQ50Y** – Tactical Data Link Certification.

7.12.7. **CQ51Y** – Tactics Certification.

7.12.8. **CS01Y** – Aerial Demo (Basic Crewmember) Certification.

7.12.9. **CS03Y** – Aerial Demo (Pilot Flying) Certification.

7.12.10. **CS05Y** – Aerial Demo (Pilot Monitoring) Certification.

**7.13. Flight Surgeon Sortie (FF) Events.** See AFMAN 11-202V1 for Flight Surgeon requirements.

7.13.1. **FF00** – Sortie-Total Flight Surgeon.

7.13.2. **FF01** – Sortie-Total Flight Surgeon (Day).

7.13.3. **FF02** – Sortie-Total Flight Surgeon (Night).

7.13.4. **FF11** – Sortie-Primary Aircraft Day Flight Surgeon.

7.13.5. **FF12** – Sortie-Primary Aircraft Night Flight Surgeon.

7.13.6. **FF21** – Sortie-Non-Primary Aircraft Day Flight Surgeon.

7.13.7. **FF22** – Sortie-Non-Primary Aircraft Night Flight Surgeon.

**7.14. General Ground Training and Computer Based Training (GC and GD) Events.**

7.14.1. **GC32Y** – Combating Trafficking in Persons (CTIP).

7.14.1.1. Purpose: Training program to provide annual by-law training in compliance with DoDI 2200.01, *Combating Trafficking in Persons (CTIP)*, related to trafficking in persons CTIP.

7.14.1.2. Description: Program was developed to deter activities of Air Force Service members, civilian employees, indirect hires, contract personnel, and command-sponsored dependents that would facilitate or support CTIP, domestically and overseas. CTIP is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation.

7.14.1.3. OPR: AF/A1SRQ

7.14.1.4. Training Media: CBT or In-Person Briefing.

7.14.1.5. Instructor: Unit-Identified Training Instructor for In-Person. N/A for CBT.

7.14.1.6. Additional Information: Refer to DoDI2200.01\_ AFI 36-2921, *Combating Trafficking in Persons (CTIP)*, for additional information. **Note:** ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.14.2. **GC33Y** – Crewmember Anti-Hijacking CBT.

7.14.2.1. Purpose: To provide aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).

7.14.2.2. Description: Course provides scenario-based training of anti-hijacking theory, guidance, procedures, and scenarios for crewmembers who are authorized by their commander to arm for anti-hijacking purposes.

7.14.2.3. OPR: AMC/A3T

7.14.2.4. Instructor: Unit-designated instructor or SFS instructor using MAJCOM-approved training outline for classroom training. No instructor required for CBT or exercise participants.

7.14.2.5. Training Media: CBT on ADLS via AMC Gateway, classroom session, phase training CBTs, or participation in a hijack prevention exercise.

7.14.2.6. Additional Information: Per AFI 13-207-O, *Preventing And Resisting Aircraft Piracy (Hijacking) (FOUO)*. Complete hijack prevention training at least annually (not to exceed 365 days from previous date accomplished). **Exception:** OG/CC may waive the requirement for crewmembers on a case-by-case basis not to exceed 24 months from previous date accomplished. **Note:** Computer based training, classroom training, or active participation in a hijack prevention exercise satisfies this requirement.

7.14.3. **GC39Y** – Force Protection.

7.14.3.1. Purpose: Provide Air Force members with basic awareness training related to force protection and anti-terrorism considerations.

7.14.3.2. Description: Provides general awareness-level training in Intro to Force Protection, Level I Antiterrorism Awareness Training, Active Shooter Training, and Counterintelligence Awareness Training. Annual completion required (military and civilian); contractors not required to complete unless specified in Statement of Work.

7.14.3.3. OPR: AFSFC/S3M

7.14.3.4. Training Media: CBT or in-person briefing using approved course outline.

7.14.3.5. Instructor: N/A for CBT. Designated instructor may provide in-person briefing using approved course outline.

7.14.3.6. Additional Information: Training References: DoDIO-2000.16V1\_AFI10-245-O, *Antiterrorism (AT) Program Implementation* (FOUO), AFI 71-101V4, *Counterintelligence*, AFI 31-115, *Law and Order Operations*, AFTTP 3-4.6, *Active Shooter*, DoDD 5240.06, *Counterintelligence Awareness and Reporting (CIAR)*, and



DoDIO-2000.16V1\_AFI10-245-O, *Antiterrorism (AT) Program Implementation* (FOUO), 18 Jul 17. **Note:** ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.14.4. **GC43Y** – Information Protection.

7.14.4.1. Purpose: Training program designed to provide Air Force members with recurring training related to the importance of information assurance (IA) to the organization and to authorized users.

7.14.4.2. Description: AF-level training that addresses relevant laws, policies, and procedures; examples of external threats; examples of internal threats; how to prevent self-inflicted damage to system information security through disciplined application of IA procedures; prohibited or unauthorized activity on DoD systems; categories of information classification and differences between handling information on the NIPRNet or SIPRNet; and requirements and procedures for transferring data to/from a non-DoD network.

7.14.4.3. OPR: AF/A6.

7.14.4.4. Training Media: CBT (Cyber Awareness Challenge) on ADLS.

7.14.4.5. Instructor: N/A.

7.14.4.6. Additional Information: Tasking Authority: DoD 8570.01-M, *Information Assurance Workforce Improvement Program*. ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.14.5. **GC47Y** – Privacy Act Training.

7.14.5.1. Purpose: By-law training program designed to provide Air Force members with recurring training related to handling and protection of personally identifiable information (PII).

7.14.5.2. Description: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, requires commanders to train base/unit personnel annually regarding privacy and civil liberties subject matter to include handling, use, and protection of PII.

7.14.5.3. OPR: Base Privacy Manager or Unit Privacy Monitor (determined at the installation level).

7.14.5.4. Training Media: Developed and implemented at the installation level. Training may include in-person, slideshow, video, and/or CBT (i.e., DISA web-based training, <https://public.cyber.mil/>).

7.14.5.5. Instructor: Privacy Manager (base) or Privacy Monitor (unit).

7.14.5.6. Additional Information: Reference AFI 33-332 and consult Unit Privacy Monitor or Base Privacy Manager for locally-developed training requirements. Advanced training is required for personnel who maintain a System of Record (SOR). **Note:** ARMS is not the training system of record for this training, but may be used for

tracking purposes in addition to the training system of record (maintained and reported by the Unit Privacy Monitor).

7.14.6. **GC49Y** – Sexual Assault Prevention and Response (SAPR)/Suicide Prevention Training.

7.14.6.1. Purpose: Provide recurring Total Force Awareness Training (TFAT) to all Air Force members related to SAPR and suicide prevention.

7.14.6.2. Description: Formalized training course that offers a comprehensive multi-faceted approach to preserving our Air Force heritage by utilizing awareness and prevention education, recognizing and presenting effective victim advocacy, clarifying reporting options and the response process, promoting societal change through individual and community collaboration in accordance with DoDI 6495.02, *Sexual Assault Prevention and Response (SAPR) Program Procedures*, and methods for recognizing potential indicators and accessing available resources to combat suicide in the force. Green Dot also includes resilience and suicide prevention training in compliance with AFI 90-5001, *Integrated Resilience*.

7.14.6.3. OPR: Installation Sexual Assault Response Coordinator (SARC).

7.14.6.4. Training Media: CBT or in-person briefing (determined at the installation level).

7.14.6.5. Instructor: N/A for CBT. SARC-trained instructor for in-person briefing.

7.14.6.6. Additional Information: Annual requirement per AFI 90-6001, *Sexual Assault Awareness and Prevention (SAPR) Program* and AFI 90-5001. All personnel are required to be current in annual training prior to and throughout the duration of a deployment. **Note:** ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.14.7. **GC51Y** – Sexual Assault Prevention and Response (SAPR)/Suicide Prevention Post-Deployment Training.

7.14.7.1. Purpose: Provide a focused “Return and Reunion” briefing for all personnel following a deployment.

7.14.7.2. Description: The SARC conducts post-deployment SAPR reintegration training within 30 days of members returning from a deployment.

7.14.7.3. OPR: Installation Sexual Assault Response Coordinator (SARC).

7.14.7.4. Training Media: In-person briefing (determined at the installation level).

7.14.7.5. Instructor: SARC-trained instructor.

7.14.7.6. Additional Information: Does not meet requirements for annual training. This is a post-deployment requirement per AFI 90-6001. **Note:** ADLS is the training system of record for this course. ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.14.8. **GD05Y** – AIR Card® User Training.

7.14.8.1. Purpose. Ensure the AIR Card® primary and alternate Agency Program Coordinators (APC) and users have a detailed knowledge and understanding of policies, guidance and procedures related to the off-station procurement of aviation fuel and ground services, and understand the consequences of inappropriate actions.

7.14.8.2. Description. Complete initial AIR Card® user training in accordance with AFI 11-253, *Managing Off-Station Purchases of Aviation Fuel and Ground Services*. Course provides AIR Card® users with an understanding of the program, authorized purchases, documentation, and restrictions related to the card's use.

7.14.8.3. OPR: AF/A3TF

7.14.8.4. Training Media: Online course hosted on the Defense Logistics Agency's (DLA) website, <https://dla.deps.mil/sites/dlaenergy/customer/Lists/US%20Government%20AIR%20Card%20R%20Training/AllItems.aspx>.

7.14.8.5. Additional Information. Complete initial training prior to using the AIR Card®; complete refresher training at least once every 3 years.

7.14.9. **GD11Y** – Aircraft Marshalling Training and Exam.

7.14.9.1. Purpose: Provide crewmembers with required training to understand proper marshalling signals and procedures.

7.14.9.2. Description: Review of AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, (and applicable supplements), ground marshalling hand signals.

7.14.9.3. OPR. AMC/A3T.

7.14.9.4. Training Media: Classroom, computer, and/or instructor-based training.

7.14.9.5. Instructors: Locally determined.

7.14.9.6. Additional Information: No longer required per AFI 11-218. Sq/CCs will determine requirement.

7.14.10. **GD17Y** – Aircrew Intelligence Training (AIT).

7.14.10.1. Purpose. Provide crews fundamentals of threat knowledge, visual recognition, and collection and reporting requirements. Enhance crewmember understanding of threats to unit assets with a direct impact on mission success and aircrew survival.

7.14.10.2. Description. Course provides aircrew with details concerning how, when and what to include in Mission Reports (MISREP), Ops-Intel interface, Request for Information (RFI), Escape and Evasion procedures and the development and coordination of Evasion Plans of Action (EPA).

7.14.10.3. OPR. AMC/A2T.

7.14.10.4. Curriculum Development: AMC/A2T, with tailoring by unit intelligence personnel.

7.14.10.5. Instructors: Certified Unit Intelligence Trainer.

7.14.10.6. Training Media: Lecture.

**7.14.11. GD21Y – Cold Weather Operations Training**

7.14.11.1. Purpose. Ensure crews are adequately trained in C-21 cold weather operations.

7.14.11.2. Description. Complete appropriate ATS controlled training for cold weather operations.

7.14.11.3. OPR: AMC/A3T

7.14.11.4. Training Media: As developed by the ATS.

**7.14.12. GD25Y – Initial Crew Resource Management (CRM)/Threat & Error Management (TEM) Initial Training.**

7.14.12.1. Purpose: To provide aircraft and crew-specific initial CRM/TEM training (including effective Pilot Monitoring (PM) and Verbalize, Verify, and Monitor (VVM) behaviors).

7.14.12.2. Description: Introduces common CRM/TEM core subjects, current CRM/TEM Topic(s) of the Year, effective PM behaviors, and relevant VVM skills. This training is normally conducted within a classroom with interactive exercises. See AFI 11-290 *Cockpit/Crew Resource Management Program* and/or MAJCOM supplement, as applicable.

7.14.12.3. OPR: AMC/A3TO

7.14.12.4. Training Media: CBT and WST/LS lesson

7.14.12.5. Instructor: TS Instructor

7.14.12.6. Additional Information: Initial CRM/TEM training is normally conducted during formal school initial qualification training. Crewmembers upgrading in-unit require initial CRM/TEM training from a certified instructor in accordance with AFI 11-290. Initial CRM/TEM should be dual-logged to credit CRM/TEM Refresher for ARMS tracking purposes. Utilize the initial checkride completion date.

**7.14.13. GD27Y – Crew Resource Management (CRM)/Threat & Error Management (TEM) Refresher Training.**

7.14.13.1. Purpose: To provide classroom-presented CRM/TEM refresher training (including effective Pilot Monitoring (PM) and Verbalize, Verify, and Monitor (VVM) behaviors).

7.14.13.2. Description: Reinforces initial CRM/TEM training through an academic review of the CRM/TEM skills common core subjects, effective PM behaviors, and relevant VVM skills, with emphasis on CRM/TEM Topic(s) of the Year. See AFI 11-290 and/or MAJCOM supplement, as applicable.

7.14.13.3. OPR: AMC/A3TO

7.14.13.4. Training Media: Classroom and Aircrew Training Device.

7.14.13.5. Instructor: TS Instructor (Primary), Designated IP or IL (Secondary)

7.14.13.6. Additional Information: Refer to AFI 11-290 and the associated MAJCOM supplement to employ USAF instructors to teach CRM/TEM. USAF IPs may instruct

pilots, engineers, or loadmasters. USAF FEs and LMs may only instruct their own crew position. Prior to instructing, the instructor is required to have accomplished the current year's GD27Y and be designated in writing by the OG/CC as a "CRM/TEM Instructor". In addition, designated CRM/TEM Instructors are required to complete AF-mandated ATS Instructor training. Contact local ATS to obtain CRM/TEM training materials. GD27Y CRM/TEM seats are typically pre-purchased under the ATS contract for assigned crewmembers. Therefore, units are expected to utilize ATS instructor-led GD27Y to the maximum extent possible. AF instructor-led training should be by exception only (e.g., when the ATS option is not available). **Note:** LM Completion of GD15Y, GX91Y, and GX93Y credits GD27Y.

**7.14.14. GD35Y – Flight Line Security and Drivers Training and Exam**

7.14.14.1. Purpose. To ensure crewmembers understand proper flight line driving and security procedures. Aircrew members who are required to drive on the flight line should receive this course.

7.14.14.2. Description. Training, examination, and certification to drive vehicles on the flight line according to local procedures. Also includes a briefing by the airfield management or security forces covering the physical layout of restricted areas and owner or user responsibility for security reporting and detection.

7.14.14.3. OPR. AMC/A3A/SFO.

7.14.14.4. Unit. Unit Airfield Driving program manager with assistance from Wing Airfield Manager and Flightline Constable.

7.14.14.5. Additional Information: Unit commanders determine the required number of crew members authorized to drive on the flight line.

**7.14.15. GD39Y – Hazardous Cargo Ground Training**

7.14.15.1. Purpose. To familiarize crewmembers with procedures and restrictions when carrying hazardous materials cargo.

7.14.15.2. Description. Complete ATS contractor-provided CBT instruction reviewing aircrew hazardous procedures in accordance with AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25. Training should be designed to review aircrew hazardous materials, in accordance with AFMAN 24-204 and AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Hazardous Cargo Training is located at ADLS- Hazardous Cargo Training in the AMC/ADLS profile, also satisfies this requirement. Completion of this training and the 20-question examination meets the requirements of GD39Y (T-3).

7.14.15.3. OPR. AMC/A3T.

7.14.15.4. Additional Information: Pilots shall complete the 20-question examination available at the end of ADLS- Hazardous Cargo Trng in the AMC/ADLS profile.

**7.14.16. GD40Y – Human Relations Education (HRE)/Equal Opportunity (EO) Training.**

7.14.16.1. Purpose: Training program to provide annual by-law training in compliance with AFI 36-2710, *Equal Opportunity Program*, related to unlawful discrimination, harassment, and reprisal by military personnel.

7.14.16.2. Description: Program was developed to educate military and civilian personnel in an effort to eradicate unlawful discrimination against, harassment of, intimidation of, or threatening of another Airman on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or reprisal.

7.14.16.3. OPR: AFPC/EO

7.14.16.4. Training Media: In-Person Briefing.

7.14.16.5. Instructor: Appropriately-certified EO instructor.

7.14.16.6. Additional Information: Refer to AFI 36-2710, for additional information.

**Note:** ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.14.17. **GD41Y** – Initial Qualification Academic Course.

7.14.17.1. Purpose: Academics portion of IQT.

7.14.17.2. Description: Classroom academics to provide training on required subject matter for completion of IQT.

7.14.17.3. OPR: AMC/A3T.

7.14.17.4. Training Media: Classroom.

7.14.17.5. Instructor: ATS instructor or instructor crewmember.

7.14.17.6. Additional Information: Consult syllabus for required content.

7.14.18. **GD45Y** – Instructions/Directives Knowledge/Use. Individual training topic intended to provide necessary understanding of the variety of publications, instructions, directives, and technical guidance and demonstrate their use in order to effectively operate as a crewmember.

7.14.19. **GD47Y** – Instructor Academic Training. Academics training program designed to prepare selected crewmembers for their role as an instructor. Training may include instructor-guided sessions, workbooks, CBTs, and a variety of other methods to ensure the instructor candidate has the foundational knowledge required to effectively perform as an instructor crewmember. See the instructor upgrade syllabus for training requirements and prerequisites.

7.14.20. **GD55Y** – Instrument Refresher Course (IRC).

7.14.20.1. Purpose. To ensure pilots possess sufficient knowledge of all applicable directives, procedures, and techniques to assure safe and professional instrument flying.

7.14.20.2. Description. Guidance for development of unit IRC programs, including topics and subject outlines, course length, instructor prerequisites, and methods of instruction is contained in AFMAN 11-210, *Instrument Refresher Program (IRP)*. Familiarity with AFMAN 11-210 is essential for unit program developers and IRC instructors. For units that receive contractor provided IRC on an annual basis or units that teach IRC on an annual basis with a certified IRC instructor, log IRC upon completion of the IRC course. However, the Instrument exam is required to be

completed within the evaluation eligibility period. See the AFFSA website for current list of topics that are addressed: <https://cs2.eis.af.mil/sites/11874/IRP/Hot%20Topics/Forms/AllItems.aspx>

7.14.20.3. OPR. AFFSA

7.14.20.4. Curriculum Development: AFFSA (Primary) and unit (Secondary).

7.14.20.5. Training Media: Full academic lecture, web-based training or a CBT and a 1-hour (minimum) academic lecture. This short-version lecture covers applicable USAF, MAJCOM, NAF, and MDS-specific Hot Topics and applicable techniques and procedures for C-21 aircraft. For the extended academic lecture, the USAF Core IRC available from AFFSA fulfills part of AFMAN 11-210 IRC requirements. Additional support is available from AMC/A3T. Unit program development assistance can be obtained by contacting AFFSA, as part of their IRC Roadshow.

7.14.20.6. Instructor: IRC-qualified instructor.

7.14.20.7. Additional Information: IRC currency expires on the last day of the 17th month following the month in which the IRC was successfully completed (e.g., a class that was completed on 9 Oct 10 expires on 31 Mar 12).

7.14.21. **GD58Y** – Joint Mission Planning System (JMPS) Advanced User Training. Training designed for personnel who will be using JMPS for extensive mission planning operations and those who will instruct others in the use of JMPS.

7.14.22. **GD59Y** – Joint Mission Planning System (JMPS) Basic User Training. Training designed for personnel who use JMPS for routine aircrew duties.

7.14.23. **GD71Y** – Requalification Course.

7.14.23.1. Purpose: Training program that provides required ground and academic instruction to prepare crewmembers for requalification in their assigned aircraft.

7.14.23.2. Description: See appropriate syllabus.

7.14.23.3. OPR: AMC/A3T.

7.14.23.4. Training Media: See appropriate syllabus.

7.14.23.5. Instructor: ATS instructor or appropriately qualified unit-level instructor.

7.14.23.6. Additional Information: Comply with syllabus requirements unless otherwise waived by the appropriate authority.

7.14.24. **GD72Y** – Safety Privilege Training.

7.14.25. **GD75Y** – Tactics.

7.14.25.1. Purpose. To provide the crewmember with information necessary for effective and successful execution of the unit's assigned employment mission.

7.14.25.2. Description. This event is administered using baseline courseware developed by AMC/A3D. The courseware is posted on the AMC Combat Operations SIPRNET SharePoint®. The course is based on current and future threats to the unit's execution of its mission. OSS/OSKs develops "Hot Topics" to be added to the course by the unit



tactician, weapons officer (if applicable) or by the direction of the OG/CC. “Hot Topics” is updated by OSS/OSKs and approved by AMC/A3D, annually.

7.14.25.3. OPR. AMC/A3D. OCR: OSS/OSK.

7.14.25.4. Curriculum Development: AMC/A3D.

7.14.25.5. Training Media: Interactive lecture, PowerPoint presentation.

7.14.25.6. Instructor: Only graduates of the USAFWS, Group/Wing Weapons and Tactics Flight Commanders or rated aircrew instructors appointed by Group/Wing Weapons and Tactics Flight Commander are authorized to instruct GD75Y.

7.14.25.7. Additional Information:

7.14.25.7.1. AMC/A3D provides recommended courseware and topics posted on the AMC Combat Operations SIPRNET site: <http://intelshare.intelink.sgov.gov/sites/amca3d/amca3dt/>.

7.14.25.7.2. Tactics Instructors who teach this event may credit their recurring requirement.

7.14.25.7.3. Credit this event upon completion of CATS/MECOC or Weapons Instructor Course (WIC) for the recurring requirement.

7.14.25.7.4. May be conducted in conjunction with Aircrew Intelligence Training (AIT) as determined by agreement between local Intel and Tactics offices.

7.14.26. **GD77Y** – Theater Indoctrination (TI) Training.

7.14.26.1. Purpose: Provides theater-assigned and deploying or deployed aircrews with the information necessary to safely operate throughout the assigned geographic region.

7.14.26.2. Description: AFMAN 11-202V1 mandates minimum training requirements. Theater indoctrination training is developed by each MAJCOM for their specific area of responsibility (e.g., PACAF, USAFE, AFCENT, etc.). Permanently-assigned aircrews may accomplish this training in conjunction with local indoctrination training. Aircrews tasked to deploy to a specific theater of operations complete the training no earlier than 60 days prior to arrival in the theater or may accomplish upon arrival, as coordinated between the unit and theater tasking authority.

7.14.26.3. OPR: MAJCOM/A3T (or equivalent).

7.14.26.4. Training Media: Various, as determined by the MAJCOM-approved training syllabus or guide.

7.14.26.5. Instructor: Various, as determined by the MAJCOM-approved training syllabus or guide.

7.14.26.6. Additional Information: One-time event for theater-assigned aircrews. Deploying aircrews complete training prior to or upon arrival for each deployment to a given theater. Units may supplement theater-developed training at the discretion of the deploying unit commander.

7.14.27. **GD81Y** – Unit Indoctrination (UI) Training.

7.14.27.1. Purpose. Each newly assigned aircrew member completes a unit indoctrination program prior to performing unsupervised primary aircrew duties. This is one-time training after a permanent change of station.

7.14.27.2. Description. This training is a requirement for all newly assigned and attached aircrew members. Each unit publishes specific ground and flight requirements. This training prepares crewmembers for the unit's operational mission and, as a minimum, consists of ground training, flying training, and a local orientation flight. Crewmembers do not have to be at the controls to credit event. More than one crewmember may be trained at a time. This training familiarizes them with the local flying area, available facilities, and support agencies; introduces them to unit and mission-unique procedures; and ensures all ground and flying training requirements are met. Document training in ARMS for assigned and attached personnel.

7.14.28. **GD83Y** – Weather Avoidance Radar Training.

7.14.29. **GD98Y** – Required Events Not Accomplished for Flight or Simulator.

7.14.30. **GD99Y** – Supervisory Status/Non-Mission Ready (NMR).

## **7.15. Expeditionary Training (GE) Events.**

7.15.1. **GE01Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense CBT. (Not required for aircrew personnel based on AFI 10-2501, *Emergency Management Program*, Attachment 2 and Non-Exempt Listing).

7.15.2. **GE03Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense (Hands-On) Training.

7.15.2.1. Purpose. Hands-on training in the use of CBRN (ground) defense equipment and associated procedures.

7.15.2.2. Description. Externally-driven ancillary training requirements defined by functional publication and/or guidance. Aircrew members comply with AFI 10-2501 requirements and refer to most current RTM for training frequency. When tasked to deploy for other than aircrew duties, crewmembers comply with AEF Online ERT Checklist frequency found at (<https://aef.afpc.randolph.af.mil/Predeployment.aspx>).

7.15.2.3. OPR. AF/A4CXR.

7.15.2.4. Training media: Classroom or Lab.

7.15.2.5. Instructor: Certified Trainer

7.15.2.6. Additional Information: Per AFI 10-2501, Attachment 2, aircrew members are “non-exempt” status and require only GE03Y.

7.15.3. **GE05Y** – Law of War (Basic) CBT (Formerly LOAC).

7.15.3.1. Purpose: Periodic training for all Airmen on the Law of War.

7.15.3.2. Description: Requirement derived from AFI 51-401, *The Law of War*. Training covers legal requirements related to an individual's general roles and responsibilities during armed conflict.

7.15.3.3. OPR: AF/JAO

7.15.3.4. Training Media: CBT or briefing using downloaded training guide located on ADLS.

7.15.3.5. Instructor: Not required for CBT. Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.15.3.6. Additional Information: Crewmembers complete the “Combat Aircrew” training course. Aircrew comply with the frequency specified in the most current RTM, where published. Otherwise, comply with requirements published via the ERT Checklist located at (<https://aef.afpc.randolph.af.mil/Predeployment.aspx>).

7.15.4. **GE06Y** – Law of War (Advanced) CBT.

7.15.4.1. Purpose: Periodic scenario-based training for specified Airmen on the Law of War.

7.15.4.2. Description: Requirement derived from AFI 51-401, *The Law of War*. Training covers legal requirements related to an individual’s mission-specific roles and responsibilities during armed conflict.

7.15.4.3. OPR: AF/JAO

7.15.4.4. Training Media: CBT or briefing using downloaded training guide located on ADLS.

7.15.4.5. Instructor: Not required for CBT. Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.15.4.6. Additional Information: Crewmembers complete the “Combat Aircrew” training course. Accomplished in accordance with the timeline specified in the current Expeditionary Readiness Training (ERT) Checklist located on the AEF Online site: <https://aef.afpc.randolph.af.mil/Predeployment.aspx>.

7.15.5. **GE07Y** – Use of Force (L-6) Training.

7.15.5.1. Purpose: To provide aircrews with training on US Air Force policy and guidance on Use of Force.

7.15.5.2. Description: This training covers topics on Air Force assets, Use of Force policy, and the Use of Force Model as outlined in AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

7.15.5.3. OPR: AMC/A3T

7.15.5.4. Training Media: CBT (L6–Use of Force) or via a qualified instructor using AF-approved training outline (e.g., group settings), both available via ADLS.

7.15.5.5. Instructor: Required only for group method using the AF-approved training outline downloaded from ADLS.

7.15.5.6. Additional Information: Crewmembers complete the “L6-Use of Force” CBT or attend an in-person briefing by a locally-designated instructor using the downloaded training outline, both located on ADLS, at the assigned frequency prior to attending Small Arms Training. Each unit is responsible to provide use of force training for assigned personnel. In accordance with AFI 31-117, paragraph 2.5.1.4, the use of force

familiarization and Rules of Engagement (ROE) training conducted by combat arms during weapons training does not meet this requirement. Per AFI 13-117, Arming Group A personnel (e.g., aircrew members arming for anti-hijacking) require Use of Force training annually not to exceed 12 months. Arming Group B personnel require Use of Force training prior to authorization to be armed and then annually thereafter as long as they are assigned to a deployable UTC (e.g., AEF Indicator (AEFI) that is posture- (P)-coded as A/DW (worldwide deployable), A/DX (deployed in place), YR/DW (enabler status), YR/DX (enabler status), etc.). **Note:** See AFI 31-117, AFI 36-2654, AMCI 10-403, *Air Mobility Command Force Deployment*, and AEF Online for latest classification, and validity period. Refer to most current RTM for training frequency, where published. Otherwise, refer to AEF Online ERT Checklist for guidance regarding training frequency found at (<https://aef.afpc.randolph.af.mil/Predeployment.aspx>).

**7.15.6. GE11Y – Self-Aid Buddy Care (SABC) CBT.**

7.15.6.1. Purpose. Course provides basic knowledge to minimize injury and prevent death or disability in deployed environments or home station emergencies.

7.15.6.2. Description. CBT that provides updated information on battlefield care concepts and the Individual First Aid Kit (IFAK) components. SABC CBT is a basic knowledge online training course.

7.15.6.3. OPR: AMC/SG

7.15.6.4. Training Media: ADLS and/or qualified instructor using AF-approved training outline (e.g., group settings).

7.15.6.5. Instructor: CBT or instructor-guided session (e.g., group settings)

7.15.6.6. Additional Information. Non-exempt personnel are required to complete the “hands-on” course (GE12Y), which incorporates training from the CBT into the classroom training session. Line crewmembers are normally considered non-exempt, therefore, aircrew members are required to complete GE12Y, which includes the training provided by the CBT in the hands-on classroom training session. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to AEF Online ERT Checklist for guidance regarding training frequency found at (<https://aef.afpc.randolph.af.mil/Predeployment.aspx>). Training is documented in accordance with AFI 36-2644, *Self-Aid and Buddy Care Training*, in addition to ARMS.

**7.15.7. GE12Y – Self-Aid Buddy Care (SABC) Hands On Training**

7.15.7.1. Purpose. Course provides basic skills to minimize injury and prevent death or disability in deployed environments or home station emergencies.

7.15.7.2. Description. Hands-on training session provided by a trained classroom instructor that emphasizes skills performance to increase competence with battlefield care and use of Individual First-Aid Kit (IFAK) components. Completion of this course satisfies requirement for both GE11Y and GE12Y. AFI 36-2644 requires non-exempt personnel (i.e., crewmembers) to complete hands-on classroom training that also incorporates the training objectives covered by the SABC CBT.

7.15.7.3. OPR: AMC/SG

7.15.7.4. Curriculum Development: HAF/SG and Unit-Level SG Course Owner

7.15.7.5. Training Media: Hands-on session requires demonstration and use of various components found in the IFAK.

7.15.7.6. Instructor: Classroom or Lab using a qualified SABC instructor and components of the IFAK in accordance with AFI 36-2644.

7.15.7.7. Additional Information. GE11Y is no longer a prerequisite for GE12Y. During hands-on training, trainees are provided a demonstration of proper techniques and procedures, then evaluated by their assigned instructor using a skills performance system or checklist. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to AEF Online ERT Checklist for guidance regarding training frequency found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>. Document training in accordance with AFI 36-2644 in addition to ARMS. **Note:** DoD is developing a new course, Tactical Combat Casualty Care (TCCC) course that will replace SABC when released. GE11Y and GE12Y will become obsolete upon implementation of the TCCC courses (GE21Y and GE22Y).

7.15.8. **GE21Y** – Tactical Combat Casualty Care (TCCC) Training (Level 1).

7.15.8.1. Purpose: Teach Airmen essential skills required to administer basic life-saving medical care in a combat environment.

7.15.8.2. Description: Course is under development and will be released when available. Projected availability is FY20.

7.15.8.3. OPR: AF/SG

7.15.8.4. Curriculum Development: AF/SG

7.15.8.5. Training Media: Classroom and/or Lab.

7.15.8.6. Instructor: Certified TCCC Instructor.

7.15.8.7. Additional Information: Projected to replace SABC. Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to AEF Online ERT Checklist for guidance regarding training frequency found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>.

7.15.9. **GE22Y** -Tactical Combat Casualty Care (TCCC) Training (Level 2).

7.15.9.1. Purpose: Teach Airmen essential skills required to administer life-saving medical care to others in a combat environment.

7.15.9.2. Description: Course is under development and will be released when available. Projected availability is FY20.

7.15.9.3. OPR: AF/SG

7.15.9.4. Training Media: Classroom and/or Lab.

7.15.9.5. Instructor: Certified TCCC Instructor.

7.15.9.6. Additional Information: Aircrew members refer to most current RTM for required frequency, where indicated. Otherwise, refer to AEF Online ERT Checklist for

guidance regarding training applicability and frequency found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>.

## **7.16. Communications Training and Communications Equipment (GH) Events.**

### **7.16.1. GH01Y – Communications/COMSEC Procedures Ground Training.**

7.16.1.1. Purpose. To ensure crewmembers possess a thorough knowledge of all communication and COMSEC requirements.

7.16.1.2. Description. Locally-developed training program that includes detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Training should cover: Authentication procedures, OPLAN-8010 (if applicable), IFF/SIF codes, code loading devices (e.g., CZY-10, etc.) equipment operation, AFSIR, HAVE QUICK, Flight Information Handbook (FIH), KY-58, COMBAT TRACK II, SECURE VOICE Radio, AMCH 33-1, *Aircrew Communications Handbook*, L-Band SATCOM (if applicable), COMSEC user requirements including any other communications information pertinent to unit. Reference: AFMAN 17-1302-O, *Communication Security (COMSEC) Operations*.

7.16.1.3. OPR. Unit COMSEC Responsible Officer (CRO)OCRs: AMC/A3T, AMC/A6X.

7.16.1.4. Unit. ATS contractor, Combat Crew Communications, CRO, and wing, operations group, and squadron training personnel.

7.16.1.5. Training Aids: AF Form 4168, *COMSEC Responsible Officer and User Training Checklist*.

7.16.1.6. Instructor: Wing, operations group, and squadron training personnel, if instructor led and Combat Crew Communications.

7.16.1.7. Additional Information: In accordance with AFMAN 17-1302-O and other applicable publications, CROs use AFMAN 17-1302-O and other applicable publications to set up a comprehensive, periodic training program for COMSEC users. Training is mandatory for all personnel listed on the access list. Ensure that all personnel are familiar with correct procedures in operating associated cryptographic equipment utilizing applicable AFKAOs, KAOs, AFSSIs, or similar instruction provided by the COMSEC manager. Use AF Form 4168, to document initial and refresher training of all users. Complete a separate training checklist for each person with access. Each block beside each item that applies contains the initials of the trainer and trainee. Provide annual refresher training to all personnel who have been granted access. Accomplish training at least every 365 days by completing a new AF Form 4168. Maintain only the most current form on file. Ensure all personnel with authorized access know how to handle, control, and use the COMSEC material. Local procedures, updates, and the classified portion are briefed by the unit's Combat Crew Communications Flight.

### **7.16.2. GH03Y – COMSEC Emergency Action Plan (EAP) Dry-Run/Actual Event. Semi-annual requirement to review and practice emergency destruction procedures related to aircrew-issued COMSEC during mission operations. See AFMAN 17-1302-O.**



7.16.3. **GH05Y** – COMSEC Emergency Action Plan (EAP) Ground Training. Included during GH01Y.

7.16.4. **GH07Y** – Have-Quick Ground Training.

7.16.5. **GH13Y** – Secure Radio Ground Training.

#### **7.17. Mobility Training (GM) Events.**

7.17.1. **GM01Y** – Mobility Briefing.

7.17.2. **GM03Y** – Mobility Folder Review.

7.17.2.1. Purpose: Ensure Air Force personnel are prepared for deployment to locations specified by tasking order.

7.17.2.2. Description: The unit commander prepares his or her unit for deployment in accordance with this manual, AFMAN 10-409-O, *Support to Adaptive Planning*, AFI 10-403, *Deployment Planning and Execution*, and AFI 36-129, *Civilian Personnel Management and Administration*. In addition to the aircrew-specific training items contained in this manual, Air Force members have Air Force-specific and theater-specific training that is required prior to a deployment. The UDM is tasked to ensure all personnel meet readiness training requirements.

7.17.2.3. OPR: Unit-Level UDM.

7.17.2.4. Training Media: N/A.

7.17.2.5. Instructor: N/A

7.17.2.6. Additional Information: See AFI 10-403, ERT Checklist, found at (<https://aef.afpc.randolph.af.mil/Predeployment.aspx>), and local guidance. Frequency of this event is determined by the Installation Deployment Officer (IDO) and should be published in the Installation Deployment Plan (IDP).

7.17.3. **GM09Y** – Isolated Personnel Report (ISOPREP) Review [Documented in Personnel Recovery Mission Software (PRMS)]

7.17.3.1. Purpose. Generate (if necessary), review, and ensure accuracy of crewmembers' PRMS/DD Form 1833, *Isolated Personnel Report*.

7.17.3.2. Description. Complete review of PRMS/DD Form 1833.

7.17.3.3. OPR. AMC/A3D.

7.17.3.4. Instructor: Unit intelligence officer.

7.17.3.5. Additional Information: Complete review of PRMS/DD Form 1833, as prescribed by Joint Pub 3-50, *Personnel Recovery*, and any COCOM guidance. **(T-2)**.

7.17.4. **GM11Y** – Official Passport (No-Fee/Maroon)

7.17.4.1. Purpose: Facilitate short-notice worldwide mobility response capability.

7.17.4.2. Description: Certain locations require no-fee passports (valid for 5 years) for entry, as communicated in the *DoD Foreign Clearance Guide*. In accordance with AFI 10-403, AMC/A3 designates that a primary no-fee passport is a mission-essential item for mobility aircrew readiness to support peacetime deployment and employment

requirements and United Nations mission support. **Note:** US Department of State policy governs passport issuance. Refer to latest DoD Policy Memoranda regarding passport requests. **Note:** OG/CC may waive this mobility requirement when a crewmember has applied for and is denied a primary official passport to permit the crewmember to fly tasked missions to locations that do not require passports for entry/transit. Waivers should be documented using GTIMS for tracking purposes.

7.17.5. **GM12Y** – Official Passport - Secondary (No-fee)

7.17.5.1. Purpose: Facilitate worldwide mobility response capability to locations requiring an entry visa.

7.17.5.2. Description: Certain locations require a no-fee passport (valid for 4 years) and entry visa, as communicated in the *DoD Foreign Clearance Guide*. In order to maintain short-notice worldwide mobility status, secondary passports may be required to facilitate entry visas for designated crewmembers. As entry visas often require long processing periods and submission of an official passport, a secondary passport enables crewmembers to remain worldwide mobile while one of their two passports is submitted for visa application processing. In accordance with AFI 10-403, AMC/A3 designates OG/CCs as the determination authority for secondary passport requirements. OG/CCs should document crewmembers designated to maintain a secondary official passport and track requested and denied applications for those crewmembers. **Note:** US Department of State policy governs passport issuance. Refer to latest local MPF Passport Section regarding passport requests.

7.17.6. **GM21Y** – Small Arms Training.

7.17.6.1. Purpose: Trains crewmembers in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

7.17.6.2. Description: Course established to meet the requirements of AFI 36-2654 and AFI 31-117. Crewmembers are assigned an arming group based on their ground and/or in-flight arming requirements and complete training based on their arming requirement(s). Training frequency is determined by the crewmember's assigned arming group and/or purpose (i.e., anti-hijacking versus deployment). Additionally, pre-deployment requirements may apply (see AEF Online ERT Checklist found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>).

7.17.6.3. OPR: AMC/A4S

7.17.6.4. Instructor: Qualified Security Forces Squadron Combat Arms Instructor

7.17.6.5. Training Aids: Academics and firing range exercise; includes use of force and live fire or simulator training. Simulator training may not be used for initial qualification (AFI 36-2654, AFI 31-117).

7.17.6.6. Additional Information: ARC may define alternate frequency requirements. Accomplish on either a 12 or 24 month cycle (dependent on assigned arming group) in accordance with AFI 36-2654. **Note:** Crewmembers are required to complete the AF-approved "L6-Use of Force" course via ADLS or in a group setting using an AF-approved instructor and course outline or presentation prior to attending GM21Y.



**7.18. GS01Y – Senior Officer Course (SOC).****7.19. GV41Y – Mass Casualty Exercise.****7.20. Simulator (GX) Events.****7.20.1. GX29Y – Simulator-CRM/TEM MOST**

7.20.1.1. Purpose: To provide a practical, hands-on application of classroom-presented CRM/TEM refresher concepts (including effective pilot monitoring (PM) and relevant verbalize, verify, and monitor (VVM) behaviors) through problem solving and human factors issues during a realistic, demanding mission scenario.

7.20.1.2. Description: CRM/TEM MOST event is accomplished in an appropriate ATD to reinforce CRM/TEM proficiency, effective pilot monitoring behaviors, and relevant VVM skills. See AFI 11-290 and/or MAJCOM supplement, as applicable.

7.20.1.3. OPR: AMC/A3TO

7.20.1.4. Training Media: CBT and WST/LS lesson

7.20.1.5. Instructor: TS Instructor

7.20.1.6. Additional Information: The performance of each individual crewmember (student) is critically assessed and documented by simulator instructors or observers in accordance with AFI 11-290 and/or MAJCOM supplement, as applicable. Completion of GX91Y and GX93Y credits GX29Y.

**7.20.2. GX79Y – Simulator-Proficiency Sortie.**

7.20.2.1. Purpose. Simulator training focused on pilot proficiency.

7.20.2.2. Description. A simulator period that emphasizes basic flying proficiency and accomplishes currency. As a minimum, complete the following events to credit this event.

7.20.2.2.1. Review of boldface emergency procedures.

7.20.2.2.2. Three instrument approaches.

7.20.2.2.3. Holding pattern or procedure turn (to include entry).

7.20.2.2.4. Circling approach.

7.20.2.2.5. Missed approach.

7.20.2.2.6. Engine-out landing.

7.20.2.2.7. Engine-out go-around or missed approach.

7.20.2.2.8. Partial flap landing.

7.20.2.3. At the instructor's discretion, the following may be accomplished.

7.20.2.3.1. Low Altitude Tactical Arrival.

7.20.2.3.2. High Altitude Tactical Arrival.

7.20.2.3.3. Low Altitude Tactical Departure.

7.20.2.3.4. High Altitude Tactical Departure.

7.20.2.3.5. No-flap landing.

7.20.2.4. OPR. AMC/A3TA.

7.20.3. **GX83Y** – Simulator-Refresher.

7.20.4. **GX91Y/GX92Y** – Simulator-Refresher Phase 1 & Phase 2.

7.20.4.1. Purpose. Continuation training for C-21 crewmembers.

7.20.4.2. Description. Consists of classroom and simulator periods conducted each semi-annual phase, each emphasizing aircraft systems; normal, emergency, and instrument procedures; one simulator period includes a mission-oriented simulator training (MOST) emphasizing crew interaction and problem-solving.

7.20.4.3. OPR. AMC/A3T.

7.20.4.4. Unit. Simulator contractor.

7.20.4.5. Additional Information: CRM/TEM Refresher may dual logged upon completion of the MOST semi-annual phase. CRM/TEM simulator instructors are required to use AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation* or other MAJCOM-approved CRM/TEM assessment form to critically evaluate and document student CRM/TEM skills. Feedback is provided to the students and form data is input in accordance with AFI 11-290 and/or as specified in MAJCOM supplement, as applicable.

**7.21. Aircrew Flight Equipment (AFE) Training (LL) Events.** MAJCOMs may combine and/or supplement courses to fulfill their needs, unless otherwise noted in the event description. Refer to AFI 11-301V1 for basic course descriptions. Aircrew Flight Equipment Continuation Training (AFECT) event instruction may be consolidated, as long as curriculum requirements are met and individual events are tracked by the designated identifiers in ARMS.

7.21.1. **LL01** – Aircrew Flight Equipment Familiarization Training.

7.21.1.1. Purpose: The event should familiarize aircrew members with local AFE policies and procedures to include equipment issue, use, local aircraft and equipment configurations (includes survival components), inspection and fit-check cycles, preflight, and post-flight requirements.

7.21.1.2. Description: One-time event, per every base assignment prior to the first flight. It should be conducted during aircrew in-processing.

7.21.1.3. OPR: AMC/A3T.

7.21.1.4. Unit: Squadron Aircrew Flight Equipment.

7.21.1.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.21.1.6. Instructor: Qualified Aircrew Flight Equipment Technician. The AFE technician does not need to be a certified AFE Continuation Training Instructor to conduct and sign off LL01. Technicians providing LL01 to assigned aircrew will be familiar with local AFE operations, aircraft and equipment configurations and signed off in the Training Business Area on the fundamentals of all equipment discussed in LL01.

7.21.1.7. Training Aids: Instructor based training with AFE training aids.

7.21.1.8. Additional Information: N/A

**7.21.2. LL03 – Emergency Egress Training - Non-Ejection Seat.**

7.21.2.1. Purpose: Understand aircraft egress procedures.

7.21.2.2. Description: Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress procedures. Stress the importance of aircrew coordination, aircrew and passenger responsibilities and use of appropriate emergency egress equipment. Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings in accordance with AFMAN 11-202V3.

7.21.2.3. OPR: AMC/A3T.

7.21.2.4. Unit: Squadron Aircrew Flight Equipment.

7.21.2.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.21.2.6. Instructor: Aircrew Flight Equipment Officer (AFEEO) or qualified instructor aircrew.

7.21.2.7. Training Aids: Aircraft and Instructor based training with AFE training aids.

7.21.2.8. Additional Information: N/A.

**7.21.3. LL06 – Aircrew Flight Equipment Training (AFET).**

7.21.3.1. Purpose: To familiarize aircrew with aircrew flight equipment.

7.21.3.2. Description: An academic and equipment training event, in which aircrew members demonstrate their ability to locate, preflight, and use all aircrew and passenger AFE carried aboard unit aircraft or issued to aircrew members. This training includes the limitations and safety issues related to AFE. Additionally, include aircrew clothing items and information on hazards associated with improper wear and failure to use only authorized clothing and equipment items.

7.21.3.3. OPR: AMC/A3T.

7.21.3.4. Unit: Squadron Aircrew Flight Equipment.

7.21.3.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.21.3.6. Instructor: Qualified Aircrew Flight Equipment Continuation Training Instructor.

7.21.3.7. Training Aids: Instructor based training with AFE training aids.

7.21.3.8. Additional Information: N/A.

**7.21.4. LL07 – Aircrew Flight Equipment (AFE) Fit Check**

7.21.4.1. Purpose: Ensure a comprehensive sizing and fit check of all individually sized/fitted AFE gear.

7.21.4.2. Description: Periodic training requirement that ensures AFE gear worn during flight in non-ejection seat aircraft is fit checked and verified for size and fit (e.g., any sized and fitted item to include PLZT mounting, NVG mounting, ALEP, etc.). Fit checks for all non-ejection seat aircraft also include ACBRN equipment. Refer to most current RTM for continuation training frequency.

7.21.4.3. OPR: AMC/A3T.

7.21.4.4. Unit: Squadron Aircrew Flight Equipment.

7.21.4.5. Curriculum Development: None. AFE technician will use appropriate technical order references. **(T-1)**.

7.21.4.6. Instructor: Performed by 1POX1 technicians who are task-certified in for the event, and all applicable equipment tasks involved in completing a detailed fit check (e.g., fundamentals, donning, fit, inspection, operational checkout etc.). The AFE technician does not need to be qualified AFE Continuation Training Instructor to conduct and sign off LL07.

7.21.4.7. Training Aids: None

7.21.4.8. Additional Information: N/A.

## **7.22. Mission/Sortie (MB) Events.**

7.22.1. **MB03Y** – Basic Sortie (Secondary Aircraft). Logged by an aircrew member who is authorized to maintain dual qualification in a secondary aircraft for currency and proficiency tracking.

7.22.2. **MB10Y** – Proficiency Sortie.

7.22.2.1. Purpose. This event is a dynamic training sortie intended to provide pilots with the opportunity to build and/or maintain proficiency in a variety of flying events.

7.22.2.2. Description. This event is accomplished with an IP (formal school instructors are exempt from the IP requirement). IPs accomplish their requirements with another IP on board the aircraft. If this event is accomplished in the simulator, the trainees shall be under the supervision of an IP or a contract simulator instructor. Once the sortie commences, it should not be disrupted for any other type of training. Instructors should tailor each sortie to the individual pilot's training needs. Accomplish one per semi-annual period in the simulator and one in the aircraft. This event should be dual logged after semi-annual simulator training based on events accomplished on separate simulator training days.

7.22.2.2.1. As a minimum, a pilot proficiency sortie consists of the following:

7.22.2.2.1.1. Review of Boldface emergency procedures during the pre-mission briefing.

7.22.2.2.1.2. Three instrument approaches.

7.22.2.2.1.3. Missed approach.

7.22.2.2.1.4. VFR traffic pattern (weather permitting).

7.22.2.2.1.5. In addition, the following should be accomplished when available

and applicable.

7.22.2.2.1.5.1. Holding pattern or procedure turn (to include entry).

7.22.2.2.1.5.2. Circling approach.

7.22.2.2.1.5.3. Partial flap landing.

7.22.2.2.1.5.4. Simulated single engine-out go-around or landing (simulator only, unless allowed in-aircraft by MAJCOM)

7.22.2.2.2. Complete all maneuvers to an acceptable level of proficiency as determined by the IP to log the proficiency sortie. Should weather, maintenance or operational restrictions preclude completing the planned profile, the instructor determines whether the entire proficiency sortie requires re-accomplishment or only those events not completed. Pilots need not accomplish all the events on a single sortie. Credit the proficiency sortie after completing the last event. Do not credit this event on the same flight as an evaluation.

### 7.22.3. **MB30Y** – Oceanic/Overwater Sortie.

7.22.3.1. Purpose. To ensure crews are proficient in oceanic procedures and to familiarize crewmembers with evolving Air Traffic Control (ATC) and 618th AOC (TACC) procedures necessary for worldwide mobility taskings.

7.22.3.2. Description. Aircrew members may log this event when logging primary, secondary, instructor, or evaluator time outside the 48 contiguous states of the CONUS associated with a procedural oceanic crossing as well as a review of oceanic procedures and overseas (non-FAA) airspace regulations. Airspace North Atlantic High Level Airspace (NAT HLA), RNAV/RNP, Area Planning (AP) 1/2/3/4, etc.) for the intended route of flight is also required to be covered, as well as a review of associated documents (to include but not limited to the NORTH ATLANTIC OPERATIONS AND AIRSPACE MANUAL (NAT DOC 007), a sample North Atlantic Track (NAT) Track Message, North American Routes, and the North Atlantic European Routing System). Crewmembers also review oceanic re-routing procedures. Discussions emphasize critical CRM activities associated with a re-route, with a focus on updating the master oceanic log, the oceanic plotting chart and the Flight Management System (FMS). Also demonstrate knowledge of mobility guidance for OCONUS operations contained in Mobility Air Forces Management (AMCI11-208), Destination Airfield Suitability Analysis (AMCI11-211, *Destination Airfield Suitability Analysis*), and the Airfield Suitability and Restrictions Report (ASRR), including, but not limited to, Foreign Terminal Instrument Procedures (FTIP) reviews, altitude reservations (ALTRV), Aeromedical Evacuation mission guidance, Special Pilot in Command airports and associated airport qualification products (AQP), and GDSS Airfield Detail.

7.22.3.3. OPR. AMC/A3T

7.22.3.4. Training Media: Aircraft

7.22.3.5. Instructor: Not required for continuation training

7.22.3.6. Additional Information: The C-21 mission does not support the attainment of an overseas sortie on a semi-annual or annual basis for all crew members. The unit

manages crew assignments to optimize the training achieved on available overwater missions. Prior to flying an overseas mission, pilots are required to receive just-in-time oceanic procedures refresher training in unit. OG/CC at OCONUS units may allow accomplishment of an off station sortie which includes a takeoff or landing at a location other than home station. In all cases aircrew members are still required to review airspace and oceanic crossing procedures. Crewmembers performing instructor or evaluator duties may log Oceanic/Overwater Sortie provided appropriate airspace and oceanic procedures are instructed or evaluated during the sortie.

**7.22.4. MB50Y – Tactical Sortie.**

7.22.4.1. Purpose. On-going training to maintain proficiency in tactical events.

7.22.4.2. Description. Any combination of tactical events flown to improve tactical situational awareness and proficiency in approved tactical maneuvers. A tactics sortie should be completed within 60 days prior to deployment and may be completed in the aircraft or simulator.

7.22.4.3. OPR. AMC/A3T

7.22.4.4. Additional Information: May be logged following initial tactics training once pilot has demonstrated proficiency in Tactical Arrival and Departure.

**7.22.5. MB52Y – Integrated Mission Sortie.**

**7.22.6. MB53Y – Incomplete Integrated Mission Sortie (Maintenance).**

**7.22.7. MB54Y – Incomplete Integrated Mission Sortie (Weather).**

**7.22.8. MB55Y – Incomplete Integrated Mission Sortie (Operations).**

**7.22.9. MB56Y – Incomplete Integrated Mission Sortie (Other).**

**7.22.10. MB90Y – Mission Management Sortie.**

**7.23. Aircraft Communications Equipment (PC) Events.**

7.23.1. PC31Y – Authentication Procedures

7.23.2. PC33Y – Communication/COMSEC Procedures Event

7.23.3. PC35Y – Have-Quick Event

7.23.4. PC39Y – Secure Voice Event

**7.24. Survival Training (SS) Events.** AFI 16-1301 governs SS events and takes precedence over guidance contained in this manual, unless this manual is more restrictive. Refer to most current RTM for event frequencies and grounding items. Courseware and guidance is provided by MAJCOM SERE Functional Manager at AMC/A3DT. Wing OPR is Wing/Group Tactics Offices (OSS/OSK).

**7.24.1. SS01 – Local Area Survival.**

7.24.1.1. Purpose. Identify environmental aspects that could affect an aircrew member in a local-area survival scenario. Determine personnel recovery tactics, techniques, and procedures applicable to local-area flying operations.

7.24.1.2. Description. SS01 is a one-time requirement to be accomplished prior to the first flight at each base of PCS assignment.

7.24.1.3. OPR. MAJCOM: AMC/A3DT

7.24.1.4. Additional Information. Each unit is responsible for tailoring training to meet unit needs.

**7.24.2. SS02 – Combat Survival Training (CST).**

7.24.2.1. Purpose. Academic and field training designed for aircrew members whose duties may include overflight of or deployment to hostile territory.

7.24.2.2. Description. See AFI 16-1301 and MAJCOM supplement. CST is completed prior to being awarded mission ready status. This course includes in-depth instruction for aircrew members to demonstrate their ability to operate aircrew flight equipment, employ survival and evasion techniques, and rescue procedures under simulated combat conditions.

7.24.2.3. OPR. AMC/A3DT.

7.24.2.4. Unit. SERE Specialist.

**7.24.3. SS03 – Conduct after Capture (CAC).**

7.24.3.1. Purpose. To provide aircrew POW, Government Detention, and CAC, commonly referred to as Resistance Training (RT), provides refresher training for wartime, governmental, and hostage detention situations. Only qualified personnel conduct CAC. Resistance role-play instruction is specifically prohibited without USAF/XOO approval and validation. **Note:** Personnel who require training event SS03 in order to maintain MR/BMC status are exempt from the SERE 100.2. computer based training course, in accordance with the Air and Space Expeditionary Force (AEF) Online Expeditionary Readiness Training Checklist found at <https://aef.afpc.randolph.af.mil/Predeployment.aspx>.

7.24.3.2. Description. See AFI 16-1301 for course description.

7.24.3.3. OPR. MAJCOM: AMC/A3DT.

7.24.3.4. Unit. CAC can only be taught by a qualified 1T0X1, SERE Specialist in accordance with AFI 16-1301. Resistance role-play instruction is specifically prohibited without HQ USAF (OPR: A3OS) approval and validation.

**7.24.4. SS05 – Water Survival Training.**

7.24.4.1. Purpose. To provide aircrews with the information necessary for a water survival situation.

7.24.4.2. Description. Mission Ready (MR) personnel receive water survival training. Water survival training is required be completed prior to being awarded mission ready status. See AFI 16-1301 and MAJCOM supplements.

7.24.4.3. Aircrew demonstrate proficiency in survival and recovery from a water environment using weapons system specific survival equipment. This training should be conducted in natural waters (pond, lake, or ocean) or an environmental pool if logistically

possible. Training in swimming pools is authorized if overall training objectives are not compromised. Water survival training utilizes the demonstration and performance method of instruction.

7.24.4.4. OPR. AMC/A3DT.

7.24.4.5. Unit. SERE Specialist.

**7.24.5. SS07 – Contingency SERE Indoctrination (CSI) High Risk of Isolation (HRI).**

7.24.5.1. Purpose: Provide information to aircrews related to specific theater SERE requirements.

7.24.5.2. Description: Theater-defined requirements designed to prepare HRI personnel deploying to a specific theater of operations or contingency. CSI is tailored to the specific mission (e.g., fighters, transport aircraft, or ground forces). Combatant Commands certify selected Survival Evasion Resistance Escape (SERE) Specialists to instruct HRI theater preparations. CSI is also referred to as HRI theater preparation.

7.24.5.3. OPR. CCMD Theater Entry Requirements.

7.24.5.4. Unit. SERE Specialist.

7.24.5.5. Additional Information. As required by contingency and/or theater training tasking only. Review theater reporting requirements prior to deployment or operations. See AFI 16-1301 for additional information, event identifiers and descriptions.

**7.24.6. SS20 – Combat Survival Training (Initial), Wartime Level C (S-V80-A).** See AFI 16-1301 for details.

**7.24.7. SS32 – Water Survival Training, Non-Parachuting (S-V90-A).** See AFI 16-1301 for details.

**7.25. Tactical Aircraft Training (TW) Events.** Events may be credited when completed on operational missions, local proficiency sorties, or in the WST.

**7.25.1. TW01Y – Tactical Departure**

7.25.1.1. Purpose. Continuation training for mission ready crews in Tactical Departures.

7.25.1.2. Description. A departure utilizing techniques designed to employ airland operations in a threat environment. Planning and execution should focus on the tactical ingress during a fluid tactical scenario. See AFTTP 3-3.C-21 and/or AFMAN11-2C-21V3.

7.25.1.3. OPR. AMC/A3T OCR: AMC/A3D

7.25.1.4. Training Media: Aircraft or Level C or better flight simulator.

7.25.1.5. Instructor: Pilots demonstrate to the satisfaction of an instructor pilot or contract simulator instructor.

7.25.1.6. Additional Information: May be logged following initial tactics training once pilot has demonstrated proficiency. Both pilots may log this event. If both pilots are current and qualified, these maneuvers may be flown on continuation training and operational missions with passengers on board.



7.25.2. **TW34Y** – Threat Event (GPS-Denied Environment).

7.25.3. **TW50Y** – Tactical Arrival.

7.25.3.1. Purpose. Continuation training for mission ready crews in tactical arrivals.

7.25.3.2. Description. An approach utilizing techniques designed to employ airland operations in a threat environment. Planning and execution should focus on the tactical ingress during a fluid tactical scenario. See AFTTP 3-3.C-21, and/or AFMAN11-2C-21V3.

7.25.3.3. OPR. AMC/A3T OCR: AMC/A3D

7.25.3.4. Training Media: Aircraft or Level C or better flight simulator.

7.25.3.5. Instructor: Pilots demonstrate to the satisfaction of an instructor pilot or contract simulator instructor.

7.25.3.6. Additional Information: May be logged following initial tactics training once pilot has demonstrated proficiency. Both pilots may log this event. If both pilots are current and qualified, these maneuvers may be flown on continuation training and operational missions with passengers on board.

**7.26. Unit-Defined (X) Events.** Contact MAJCOM ARMS Functional for the list of allocated unit-defined codes by location. Unit-defined events for all MAF units begin with “X,” are five characters long with the second, third and fourth characters allocated as numbers and or letters with the final character as a “Y.” Once allocated by the MAJCOM, unit-defined events may be managed at the local level within the allocated codes and are not captured in the MAJCOM’s ARMS database. They should be judiciously considered and/or approved at the OG/CC level and published in local guidance documenting event identifiers, associated ARMS nomenclature, volume, currency and/or frequency. OG/CCs should periodically review during the TRP established X-events for continued relevancy to the unit’s mission and document those reviews (when accomplished) in the TRP minutes along with any specific actions taken.

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-403, *Deployment Planning and Execution*, 17 Apr 20

AFI 10-2501, *Emergency Management Program*, 10 Mar 20

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 Sep 2018

AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, 6 Dec 18

AFI 11-253, *Managing Off-Station Purchases of Aviation Fuel and Ground Services*, 19 Aug 13

AFI 11-290, *Cockpit/Crew Resource Management Program*, 26 May 20

AFI 11-290\_AMCSUP, *Cockpit/Crew Resource Management Program*, 4 Dec 14

AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 Oct 17

AFI 11-401, *Aviation Management*, 10 Dec 10

AFI 11-401 AMCSUP, *Aviation Management*, 18 Jun 14

AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)*, 5 Feb 19

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 3 Aug 17

AFI 31-115, *Law and Order Operations*, 17 Aug 20

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 2 Feb 16

AFI 33-322, *Records Management and Information Governance*, 23 Mar 20

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 Mar 20

AFI 33-360, *Publications and Forms Management*, 1 Dec 15

AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 19

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 Oct 18

AFI 36-2644, *Self-Aid and Buddy Care Training*, 19 Aug 14

AFI 36-2654, *Combat Arms Program*, 17 Apr 20

AFI 36-2670, *Total Force Development*, 25 Jun 20

AFI 36-2710, *Equal Opportunity Program*, 5 Oct 10

AFI 48-123, *Medical Examinations and Standards*, 5 Nov 13

AFI 51-401, *The Law of War*, 3 Aug 18

AFI 71-101, Volume 4, *Counterintelligence*, 2 Jul 2019

AFI 90-5001, *Integrated Resilience*, 25 Jan 19

AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 13 Jul 20

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 Nov 94

AFMAN 10-409-O, *Support to Adaptive Planning*, 19 Apr 16

AFMAN 11-2C-21, Volume 2, *C-21 Aircrew Evaluation Criteria*, 23 Jan 19

AFMAN 11-2C-21, Volume 3, *C-21 Operations Procedures*, 6 Jun 19

AFMAN 11-202, Volume 1, *Aircrew Training*, 27 Sep 19

AFMAN 11-202, Volume 3, *Flight Operations*, 9 Sep 20

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 4 Oct 19

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 5 Apr 19

AFMAN 11-402, *Aviation and Parachutist Service*, 24 Jan 19

AFMAN 17-1302-O, *Communications Security (COMSEC) Operations*, 9 Apr 20

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 13 Jul 17

AFTTP 3-3.C-21, *Combat Aircraft Fundamentals*, 30 Apr 19

AFTTP 3-4.6, *Active Shooter*, 11 Feb 18

AMCI 10-403, *Air Mobility Command Force Deployment*, 30 Sep 19

AMCI 11-208, *Mobility Air Forces Management*, 8 Feb 17

DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 7 Mar 07

DAFPD 10-21, *Rapid Global Mobility*, 26 Aug 19

DAFPD 11-2, *Aircrew Operations*, 31 Jan 19

DoD Foreign Clearance Guide

DoD 8570.01-M, *Information Assurance Workforce Improvement Program*, 19 Dec 05

DoDD 5240.06, *Counterintelligence Awareness and Reporting (CIAR)*, 17 May 11

DoDIO-2000.16V1\_AFI10-245-O, *Antiterrorism (AT) Program Implementation (FOUO)*, 18 Jul 17

DoDI 2200.01\_ AFI 36-2921, *Combating Trafficking in Persons (CTIP)*, 20 Sep 19

DoDI 4515.13, *Air Transportation Eligibility*, 22 Jan 16

DoDI 6495.02, *Sexual Assault and Prevention and Response (SAPR) Program Procedures*, 28 Mar 13

Joint Publication 3-50, *Personnel Recovery*, 2 Oct 15

### ***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 483, *Certificate of Competency*

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 523, *USAF Authorization to Bear Firearms*

AF Form 847, *Recommendation for Change of Publication*  
AF Form 1522, *ARMS Additional Training Accomplishment Report*  
AF Form 4022, *Aircrew Training Folder*  
AF Form 4023, *Aircrew Training Progress Report*  
AF Form 4024, *Aircrew Training Accomplishment Report*  
AF Form 4025, *Aircrew Summary/Close-Out Report*  
AF Form 4168, *COMSEC Responsible Officer and User Training Checklist*  
AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*  
AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*  
AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation*  
DD Form 1833, *Isolated Personnel Report*  
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

### ***Abbreviations and Acronyms***

**618 AOC**—618th Air Operations Center  
**AAMS**—Automated Aircrew Management System  
**ACBRN**—Aircrew Chemical, Biological, Radiological, Nuclear  
**ADSC**—Active Duty Service Commitment  
**ADLS**—Advanced Distributed Learning Service  
**AETC**—Air Education and Training Command  
**AF**—Air Force  
**AF-IT**—Air Force Input Tool  
**AFE**—Aircrew Flight Equipment  
**AFECT**—Aircrew Flight Equipment Continuation Training  
**AFET**—Aircrew Flight Equipment Training  
**AFFSA**—Air Force Flight Standards Agency  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFTTP**—Air Force Tactics, Techniques, and Procedures  
**ALEP**—Aircrew Laser Eye Protection  
**AMC**—Air Mobility Command  
**AOC**—Air Operations Center  
**AOR**—Area of Responsibility

**A/R**—As Required

**ARMS**—Aviation Resource Management System

**ASAP**—Airman Safety Action Program

**AT**—Academic Training

**ATD**—Aircrew Training Device

**ATS**—Aircrew Training System

**BAQ**—Basic Aircraft Qualification

**BMC**—Basic Mission Capable

**C**—Cyclical (17-month qualification evaluation cycle)

**C2**—Command and Control

**CAC**—Conduct after Capture

**CBT**—Computer-Based Training

**CC**—Commander

**CEA**—Career Enlisted Aviator

**CCMD**—Combatant Command

**COMSEC**—Communications Security

**CONUS**—Continental United States

**CRG**—Contingency Response Group

**CRM/TEM**—Crew Resource Management/Threat and Error Management

**CRO**—COMSEC Responsible Officer

**CSD**—Class Start Date

**CSI**—Contingency SERE Indoctrination

**CST**—Combat Survival Training

**DAFPD**—Department of the Air Force Policy Directive

**DO**—Operations Officer

**DoD**—Department of Defense

**DOT**—Director of Training

**DQT**—Difference Qualification Training

**DRU**—Direct Reporting Unit

**EP**—Evaluator Pilot

**EPA**—Evasion Plan of Action

**EPE**—Emergency Procedures Evaluation

**ERT**—Expeditionary Readiness Training  
**ESD**—Evaluation Standards Document  
**ETCA**—Education and Training Course Announcements  
**FAA**—Federal Aviation Administration  
**FAIP**—First Assignment Instructor Pilot  
**FCF**—Functional Check Flight  
**FEB**—Flight Evaluation Board  
**FEF**—Flight Evaluation Folder  
**FGIP**—Flying General Instructor Pilot  
**FMS**—Flight Management System  
**FP**—Pilot  
**FS**—Flight Surgeon  
**FTL**—Flying Training Level  
**FTU**—Formal Training Unit  
**GATM**—Global Air Traffic Management  
**GDSS**—Global Decision Support System  
**GPRD**—Graduate Program Requirements Document  
**GRACC**—Global Ready Aircraft Commander Course  
**GSU**—Geographically Separated Unit  
**GT**—Ground Training  
**GTIMS**—Graduate Training Integration Management System  
**HARM**—Host Aviation Resource Management  
**HQ**—Headquarters  
**HHQ**—Higher Headquarters  
**HRI**—High Risk Of Isolation  
**IAC**—Instructor Aircraft Commander  
**IFF/SIF**—Identification, Friend or Foe/Selected Identification Procedures  
**ILS**—Instrument Landing System  
**INC**—Incomplete  
**IP**—Instructor Pilot  
**IPC**—Instructor Preparatory Course  
**IQT**—Initial Qualification Training

**IRC**—Instrument Refresher Course  
**ISOPREP**—Isolated Personnel Report  
**ITS**—Individual Training Summary  
**JOSAC**—Joint Operational Support Airlift Center  
**LOAC**—Law of Armed Conflict  
**LOSA**—Line Operations Safety Audit  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series (e.g., C-21A)  
**MFOQA**—Military Flight Operations Quality Assurance  
**MilPDS**—Military Personnel Data Systems  
**MOST**—Mission-Oriented Simulator Training  
**MP**—Mission Pilot (Aircraft Commander)  
**MPD**—Mobility Pilot Development (Program)  
**MPF**—Military Personnel Flight  
**MQT**—Mission Qualification Training  
**MR**—Mission Ready  
**MTL**—Master Task Listing  
**MWS**—Major Weapons System  
**MX**—Maintenance  
**NAF**—Numbered Air Force  
**NDB**—Non-Directional Beacon  
**NMR**—Non-Mission-Ready  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside the Continental United States  
**OG**—Operations Group  
**OG/CC**—Operations Group Commander  
**OI**—Operating Instruction  
**OME**—Operational Mission Evaluation  
**OP**—Observer Pilot  
**OPORD**—Operations Order  
**OPR**—Office of Primary Responsibility

**ORM**—Operational Risk Management  
**OSA**—Operational Support Airlift  
**OSK**—Operations Group/Wing Tactics Office  
**OST**—Operations Group/Wing Training Office  
**P**—Proficient  
**PAA**—Primary Aircraft Authorized  
**PAI**—Primary Aircraft Inventory  
**PCS**—Permanent Change of Station  
**PF**—Pilot Flying  
**PFT**—Programmed Flying Training  
**PIQ**—Pilot Initial Qualification  
**PM**—Pilot Monitoring  
**PQP**—Prior Qualified Pilot  
**PR**—Progress Review  
**PTG**—Pilot Training Guide  
**RAP**—Ready Aircrew Program  
**RM**—Risk Management  
**RNAV**—Area Navigation  
**RNP**—Required Navigational Performance  
**ROE**—Rules Of Engagement  
**RPA**—Remotely Piloted Aircraft  
**RPL**—Required Proficiency Level  
**RQT**—Requalification Training  
**RTM**—RAP Tasking Memorandum  
**RTRB**—Realistic Training Review Board  
**SAM**—Special Air Missions  
**SARM**—Squadron Aviation Resource Management  
**SEF**—Safety  
**SERE**—Survival, Evasion, Resistance and Escape  
**SG**—Surgeon General  
**SIM**—Simulator  
**SOC**—Senior Officer Course



**SOQ**—Senior Officer Qualification  
**SPINS**—Special Instructions  
**SQ**—Squadron  
**Stan/Eval**—Standardization and Evaluation  
**STRP**—Squadron Training Review Panel  
**STTO**—Start, Taxi, Takeoff Events  
**SUPT**—Specialized Undergraduate Pilot Training  
**TACC**—Tanker Airlift Control Center  
**TDY**—Temporary Duty  
**TEM**—Threat and Error Management  
**TFT**—Total Flying Time  
**TG**—Training Guide  
**TI**—Theater Indoctrination  
**TL**—Training Level  
**TOS**—Time on Station  
**TRP**—Training Review Panel  
**TTP**—Tactics, Techniques, and Procedures  
**TX**—Qualification/Requalification Course  
**UDM**—Unit Deployment Manager  
**UI**—Unit Indoctrination  
**UP**—Unqualified Pilot  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces Europe  
**VFR**—Visual Flight Rules  
**VVM**—Verbalize, Verify, and Monitor  
**WG**—Wing  
**WST**—Weapons Systems Trainer (i.e., simulator with visual system and motion)  
**WX**—Weather

### ***Terms***

**Academic training**—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To

adequately prepare students, academic courses should be completed before simulator or flight training.

**Aeromedical Evacuation (AE)**—The movement of patients under medical supervision to and between medical treatment facilities by air transportation.

**Aircraft Systems Refresher**—Aircraft and crew position unique systems refresher courses.

**Aircrew Training Device (ATD)**—Includes cockpit procedures trainer, weapons systems trainer, operational flight trainer, celestial training device, table top navigation trainer, and other flight simulators.

**Aircrew Training System (ATS)**—Integrated qualification, upgrade, and continuation training program for crewmembers. Civilian contractors conduct most academic and ATD training. Air Force conducts all flight training.

**Annual**—Training required once every calendar year.

**Basic Aircraft Qualified (BAQ)**—Crewmember successfully completed the in-flight evaluation, but is not mission qualified in his or her assigned aircraft.

**Biennial**—Training required once every two calendar years.

**Crew Resource Management/Threat and Error Management (CRM/TEM) training**—Training to improve the teamwork, dynamics, and effectiveness of aircrews in accordance with AFI 11-290.

**Communications Security (COMSEC) Aid**—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, and authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

**COMSEC Responsible Officer (CRO)**—Individual appointed by a unit commander to oversee the unit's COMSEC program.

**Computer-Based Training (CBT)**—Ground training system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

**Continuation Training (CT)**—Ground and flight training events necessary to maintain mission-ready or basic qualification status.

**Conversion Training**—Training conducted in association with a unit converting to a different MDS.

**Critical Phases of Flight**—Takeoff, approach to landing, landing, or any flight maneuver stipulated in AFMAN 11-2C-21V3 specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crewmembers.

**Currency Event**—Flying continuation training events with prescribed maximum interval-between-accomplishments showed in the CUR column.

**Currency Reference Month**—Month used to determine when an annual requirement is due. The reference month may be based on when the event was first accomplished, birth month (for physical), semi-annual period, or other reference timeframe based on unit requirements.

**Cycle**—17-month cycle based on in-flight evaluation completion date. IRC, open and closed-book testing, and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation are accomplished during the 6 month period that includes the qualification expiration month and the 5 preceding months. See AFI 11-202V2, AFMAN 11-2C-21V2, and MAJCOM supplements.

**Difference Qualification Training (DQT)**—Training necessary to qualify an individual in a different tactic or system within the same aircraft or an aircraft that is a different series other than the one in which currently qualified.

**Direct Instructor Supervision**—Instructor of like specialty with immediate access to controls (instructors are required to occupy either right or left seat).

**Event or Task**—A training item to be accomplished. Several events or tasks constitute a training profile.

**Familiarization Item**—An item completed by demonstration, observation or in-seat experience. Proficiency is not required.

**Flight Examiner (Evaluator)**—A crewmember designated to administer evaluations in accordance with AFI 11-202V2.

**Flight Surgeon (FS)**—Medical doctor qualified to perform flight surgeon duties and has current aeronautical orders in that Air Force Specialty Code.

**Flying Training Level (FTL)**—A standard assigned to crewmembers by the squadron commander, based upon experience, directing flying continuation training requirements.

**Formal Training**—A course of instruction that results in an upgrade to an Aircrew Certification Code (1st character, e.g., U to F, F to M, or M to I), but does not include evaluator upgrade or Letter of X certifications only.

**Formal School Courseware**—Training syllabi and all other materials used to conduct formal school courses (not necessarily at the FTU).

**Flight Path Management (FPM)**—A shared flight deck responsibility, FPM is the planning, execution, and assurance of the aircraft's guidance, trajectory and energy state--in flight or on the ground.

**Frequency**—See Below

Term	Definition	Example
180d, 365d, etc...	Expires at the end of the <i>n</i> th day after the Last Accomplished Date.	180d: If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 8 Aug 07 <b>Due</b> = 9 Aug 07
M, 12M, 24M, etc...	Expires at the end of the last day of the <i>n</i> th Calendar Month after Last Accomplished.	15m: If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 May 08 <b>Due</b> = 1 Jun 08
Q - Quarterly	Expires at the end of the last day of the Quarter after the Last Accomplished Quarter. Training Quarters are defined	If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 30 Jun 07 <b>Due</b> = 1 Jul 07

	under the term " <b>Quarterly.</b> "	
<b>4Q</b> – 4th quarter	Expires at the end of the last day of the 4th Quarter after the Last Accomplished Quarter. Training Quarters are defined under " <b>Quarterly.</b> "	4Q: If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 Mar 08 <b>Due</b> = 1 Apr 08
<b>SA</b> – Semi-Annual	Expires at the end of the last day of the Semi-annual period <i>after</i> the training was accomplished. The <i>Semi-annual Training Periods</i> are specified under the term " <b>Semi-annual.</b> "	If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 Dec 07 <b>Due</b> = 1 Jan 08
<b>A</b> - Annual	Expires at the end of the last day of the Calendar Year <i>after</i> the training was accomplished.	If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 Dec 08 <b>Due</b> = 1 Jan 09
<b>B</b> - Biennial	Expires at the end of the last day of the 2nd Calendar Year <i>after</i> Training was accomplished.	If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 Dec 09 <b>Due</b> = 1 Jan 10
<b>T</b> - Triennial	Expires at the end of the last day of the 3rd Calendar Year <i>after</i> Training was accomplished.	If <b>Last accomplished</b> = 10 Feb 07
		<b>Expires End of</b> = 31 Dec 10 <b>Due</b> = 1 Jan 11
<b>A/R</b> – As Required	Self-explanatory	

**Instructor Pilot (IP)**—Crewmember trained, qualified, and certified by the Unit/CC as an instructor according to AFMAN 11-2C-21V2.

**Instructor Candidate**—Crewmember undergoing upgrade training to instructor.

**Instructor Supervision**—A qualified instructor of like-specialty supervising a maneuver or training event. For critical phases of flight, the instructor occupies one of the seats or stations, with immediate access to the controls.

**Mission-Oriented Simulator Training (MOST)**—Part of a training program (e.g., crew resource management) that includes a practical application, full-mission scenario in the simulator or weapons system trainer.

**Mission-Ready (MR)**—Crewmember who is current, qualified, and certified in the unit's designated missions.

**Mission-Ready Aircraft Commander (MP)**—Pilot who has been certified to perform pilot-in-command duties.

**Monthly**—Training required once every month.

**Night**—in accordance with AFI 11-401 defined as period between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac.

**Non-Mission-Ready (NMR)**—Individual who is non-current or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit's missions.

**Off-Station Training Flight**—Any Operations & Maintenance-funded training mission which carries passengers or remains overnight (RONs) at a base other than home station. See AMCI 11-208.

**Operational Mission**—A mission tasked by Headquarters Air Force A3M (formerly Assistant Vice Chief of Staff, Special Air Missions (CVAM)), JOSAC, or theater AOC.

**Overseas Sortie (OCONUS Sortie)**—A sortie that includes a takeoff or landing outside the 48 continental United States.

**Pilot Monitoring (PM)**—The pilot at the flight controls who is not in direct maneuvering control of the aircraft, yet is primarily responsible to actively monitor the aircraft's current/projected flight path and energy state, intervening if necessary.

**Primary Method**—Training conducted normally at a location designated to train a course using a MAJCOM-approved syllabus.

**Quarterly**—3 month periods defined as 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and 1 October to 31 December.

**Quinquennial**—Training required once every five years. The expiration date is the last day of the month in which training is required. If training was accomplished on 19 Oct 1998, the next training is due not later than 31 Oct 2003.

**Refresher Simulator**—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements. Refresher simulators may be integrated into a block of training termed "phase training" for some weapon systems.

**Requalification Training**—Training required to qualify crewmembers in an aircraft in which they have been previously qualified. See **Chapter 1** for requalification training requirements.

**Semi-Annual**—6-month training periods from 1 January to 30 June and 1 July to 31 December.

**Significant Training Event**—A training event directly contributing to qualification and upgrade, e.g., computer based training CBT lesson, weapon system trainer, ground training, flight, etc.

**Spot Evaluation**—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

**Supervised Training Status**—Crewmember flies under instructor supervision as designated by the Unit/CC or evaluator. This status is a result of loss of currency or qualification, or due to less-than-qualified evaluation.

**Training Devices**—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

**Training Level (TL)**—A standard assigned to crewmembers, by the Unit/CC, directing continuation training requirements.

**Triennial**—Training required once every three calendar years.

**Unit**—Unless otherwise specified in this volume, “unit” refers to squadron/GSU-level activity.

**Upgrade Training**—Training to qualify a crewmember in a higher crew position.

**Verbalize, Verify, and Monitor (VVM)**—An industry-proven, closed-loop, three-step system of communication designed to significantly reduce aircrew errors.

## Attachment 2

### AIRCREW TRAINING DOCUMENTATION

**A2.1. General Information.** This attachment provides standardized guidelines on proper training documentation. Instructions are provided for AF Form 4022, *Aircrew Training Folder*, AF Form 4023, *Aircrew Training Progress Report*, AF Form 4024, *Aircrew Training Accomplishment Report*, AF Form 4025, *Aircrew Summary/Close-Out Report*, and aircrew training guides. Units may use the Graduate Training Integration Management System (GTIMS) or other MAJCOM/A3T-approved electronic gradebook in lieu of the hard-copy requirements described in this instruction. Units maintain all referenced documentation (training, reviews, waivers, etc.) within the database when an electronic option is used.

A2.1.1. Initiate an AF Form 4022, MAJCOM-approved pilot training guide (PTG), or GTIMS training file for ETCA formal training (either at formal school or in-unit), mission qualification, certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A2.1.1.1. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the crewmember's performance enters comments pertinent to the training deficiency on AF Form 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A2.1.1.2. At the unit's discretion, training guides for an individual undergoing more than one training program in a short period of time may be combined into one AF Form 4022; e.g., a previous instructor in the MDS upgrading to MP may have his or her mission upgrade combined with instructor upgrade in the same folder.

A2.1.1.3. GTIMS, other unit-developed electronic training folders, and legacy paper forms are authorized. All requirements associated with [Attachment 2](#) (i.e., reviews, ground training requirements, flight training time, etc.) are required to be documented within GTIMS. GTIMS is a suitable substitute for AF Forms 4022, 4023, 4024, and 4025. Units cannot alter the original forms without AMC/A3TA approval. Electronic Training Folders (other than GTIMS) and reports not reproduced on paper for inclusion in the AF Form 4022 shall be stored in two places (a primary and a backup) for at least one year. **(T-2).**

A2.1.1.4. Special qualification programs such as Functional Check Flight (FCF), EP, or Flying General Instructor Pilot (FGIP) do not require an AF Form 4022, but associated documentation or proof of local supplement checklist completion will be kept on file for one year. **(T-2).**

A2.1.2. Formal schools will send AF Form 4022 with all training records to the trainee's gaining unit. **(T-2).** Unit commanders will review formal school training records and enter appropriate comments on the training guide progress record or AF 4023. **(T-2).**

A2.1.3. Squadrons will maintain training folders for their personnel in a location readily accessible to instructors and supervisory personnel. **(T-2).** The trainee may review his or her

folder at any time. Electronic versions are required to be password protected to ensure data integrity. GTIMS CAC login suffices for this protection.

A2.1.4. The instructor or trainer will review the training folder, to include AF Form 4023 and 4024 or the training guide, prior to all training periods. **(T-2)**. Those areas not previously accomplished or those, in which crewmembers require additional training, are noted for possible inclusion during the current training period.

A2.1.5. Upon completion of training, complete and place an AF Form 4025 in the individual's training folder, or accomplish a sufficient write-up in the student's training file in GTIMS. Ensure appropriate description of events accomplished and note any strengths and weaknesses. Place a copy of the AF Form 4025 in the individual's FEF only if directed by the guidance implementing the associated training. Squadrons will retain all AF Forms 4022 for 1 year then return them to the crew member (N/A for GTIMS). **(T-2)**. Do not insert AF Forms 4022, AF Forms 4023, AF Forms 4024, or training guide into FEFs. Document in ARMS per applicable event and [paragraph 1.7](#)

A2.1.6. Training Guides, AF Forms (4023, 4024, 4025), GTIMS equivalent products, and/or unit overprints may be used for all C-21 formal and continuation training.

A2.1.7. For purposes of training documentation, classroom only training conducted at the unit will be identified as Academic Training (AT). **(T-2)**. Ground Training (GT) will be considered all training conducted outside the classroom not associated with a flight or aircrew training device. **(T-2)**. All G-series ground training referenced in this AFMAN will be referenced as (GT). **(T-2)**.

**A2.2. Instructions for AF Form 4022.** The folder is constructed of cardstock and the inside covers are designed for documenting training. AF Forms 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) are centered and attached to folder fasteners. Units may elect to use more durable binders for the training guide as a substitute to the AF Form 4022. Forms 4023 are placed on the left side of the folder in chronological order with the most recent on top. Forms 4024 are placed on the right side of the folder. Waivers are placed on the left side in chronological order within the 4023s based on date of approval. PTGs may be kept in the 4022 and should be kept on the right side on top of the 4024s.

A2.2.1. Trainee Information (cover). Provides trainee and course information.

A2.2.1.1. Name and grade. Self-explanatory.

A2.2.1.2. Current crew position. Self-explanatory.

A2.2.1.3. Unit of assignment. Self-explanatory.

A2.2.1.4. Type of training. Enter formal course title or, for special mission qualification, enter type, e.g., FCF. For other types of training, enter a descriptive identifier.

A2.2.1.5. Class number. Enter formal school class number (otherwise, leave blank).

A2.2.1.6. Course number: Enter only the ETCA formal course number (otherwise, leave blank).

A2.2.2. Ground Training Summary (inside left). This section provides a chronological record of ground training events. Record non-flying training events. Entries are required for Cockpit Training Device, Simulator, Operational Flight Trainer, Part Task Trainer, CPT, and



GT. Entries are required for in-unit academic instruction conducted according to formal school courseware. Units will identify classroom academic training as AT. **(T-2)**. Units will not record academic training on the AF Form 4022 summary (even though it appears on the Form 4022 as a training period designator). **(T-2)**.

A2.2.2.1. Date. Self-explanatory.

A2.2.2.2. Training period. Enter sequentially numbered training period designators, e.g., "CPT-1," "GT-3," etc., or specific course identifier.

A2.2.2.3. Status. Enter incomplete (INC) and the reason, e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency) when an additional training period over those remaining is required to accomplish the originally scheduled lost training events for that training period, (otherwise, leave blank).

A2.2.2.4. Instructor or Trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification, e.g., FP or MP, and instructor pilot (IP).

A2.2.2.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A2.2.3. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A2.2.4. Written Evaluations. If applicable and desired, record data for the in-flight evaluation required to complete the training program.

A2.2.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A2.2.4.2. Type. Enter the AFMAN 11-2C-21V2 description or other appropriate identifier.

A2.2.4.3. Grade. Enter according to AFMAN 11-2C-21V2.

A2.2.5. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A2.2.5.1. Date recommended. Enter the date recommended for a performance evaluation.

A2.2.5.2. Type evaluation. Enter AFMAN 11-2C-21V2 evaluation description or other appropriate identifier.

A2.2.5.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A2.2.5.4. Operations Review. With the initials of the reviewer, indicate a records review has been accomplished following recommendation for an evaluation. **Note:** Flight commanders or supervisors accomplish reviews during formal training courses. For in-unit training programs, unit commanders or operations officers are required to accomplish reviews prior to flight evaluations.

A2.2.5.5. Date evaluated. Enter the date the evaluation was completed.

A2.2.5.6. Examiner. Self-explanatory.

A2.2.5.7. Grade. Enter according to AFMAN 11-2C-21V2.

A2.2.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX).

A2.2.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates, e.g., 28 Jul - 7 Aug 1995.

A2.2.6.2. Training period. Enter sequentially numbered training period designators, e.g., "S-1," "AD-1," "O-2," etc.

A2.2.6.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, is required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A2.2.6.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A2.2.6.5. Mission time. Enter the total flight-time of the training or operational mission in the top half of the block. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A2.2.6.6. Cumulative time. Use this block to enter the individual's total cumulative flight-time in the specific training course. Enter total cumulative flight-time in the top half of the block and, if required, the total cumulative seat-time in the lower half of the block.

A2.2.7. Performance and Knowledge Standards. For use with AF Form 4024, see [paragraph A2.4](#)

A2.2.8. Grading Codes. For use with AF Form 4024, see [paragraph A2.4.8](#)

A2.2.9. AF Form 4022 Aircrew Training Folder Close-out. The Training Folder is considered closed upon successful completion of the final event required by the training program. Final training events include flight evaluation or instructor validation of training (e.g., "sign-off" flight) if no flight evaluation required by AFMAN 11-2C21-V2. Complete and file an AF Form 4025 in accordance with [paragraph A2.5](#)

**A2.3. Instructions for the AF Form 4023, Aircrew Training Progress Report.** This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF Form 4023 in order with the most recent flight on top. Complete this form or a unit developed overprint anytime formal training requirements are completed or anytime the aircraft commander or instructor considers that a write-up is warranted. For multiple-leg missions, one write-up may be made covering the entire mission if desired. Note: Training guides may be used to document training instead of the AF Form 4023. This form may be used for ATS and formal school courses.

A2.3.1. Training Period and Date (Item 1). Training period is ground, simulator, or flight (e.g., AT-1, GT-1, SIM-3, S-4, etc.). Also, annotate the date the training occurred.

A2.3.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 3, 5, and 7) by adding previous totals to current training period time. Classroom academic training periods are annotated as AT and tabulated under the ground training block.

A2.3.3. Total Training Time (Item 8). Keep a running total of all training time (add Items 3, 5, and 7).

A2.3.4. Remarks and Recommendations (Item 9). Describe the mission scenario. Local overprints are authorized. Comments elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Evaluators will make recommendations that are specific and will include tasks requiring further training and the type of training required. **(T-2)**. Include training completed and any other performance based information. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items 1 through 8) of the following block of form and continue remarks.

A2.3.4.1. Operations Review. In addition to reviewing all AF Form 4023 entries, the flight commander or squadron training representative conducts a monthly review of active status AF Forms 4022. The squadron commander or operations officer reviews active-status AF Forms 4022 at least once each quarter. Document reviews on an AF Form 4023. The reviewer annotates "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block. Initial reviews by Sq/CCs fulfill the requirement for the monthly and quarterly review for the month and quarter the review was completed.

A2.3.4.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. FTU personnel review the students' records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the unit conducts reviews necessary to document unsatisfactory progress.

A2.3.4.3. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor recommends an evaluation and states: "Recommend evaluation for (crew position)" on the training progress report.

A2.3.5. Instructor Block (Item 10). Instructors print and sign their name and annotate their rank and crew qualification.

A2.3.6. Students Block (Item 11). Students print and sign their name.

A2.3.7. Reviewer Block (Item 12). For monthly and quarterly reviews, squadron commanders or operations officers print and sign their name and indicate their position. Flight commanders may use their initials in the review block after reviewing individual AF Form 4023 entries.

A2.3.8. AF Form 4023 will be completed and reviewed by the student prior to his or her next training period. **(T-2)**.

**A2.4. Instructions for the AF Form 4024, Aircrew Training Accomplishment Report.** This form tracks, for each sortie, individual event and task accomplishment and grades. Units may overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Simulator, ground, and flight training events may be combined on a single AF Form 4024 provided they are separated in the "Training Event/Task Listing" column. Maintain AF Form 4024 on the right side of AF Form 4022. **Note:**

AF Form 4024 or a training guide may be used to record training. ATS and formal school courses may use AF Form 4024 at their discretion.

A2.4.1. Name. Self-explanatory.

A2.4.2. Crew Position. Self-explanatory.

A2.4.3. Course or Phase of Training. Enter the ETCA formal course identifier, e.g., C21PIQ. For special mission qualification, enter the type and identify the method of training, e.g., WST training, flying training, etc.

A2.4.4. Sortie. Enter sortie number e.g., S-1, S-2, CPT-1, etc.

A2.4.5. Date. Self-explanatory.

A2.4.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A2.4.7. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A2.4.8. Grade. Enter a "B", "F", "P", "S", or "U" as appropriate.

A2.4.8.1. "1"—Item is accomplished once by the crewmember, but does not require proficiency.

A2.4.8.2. "B"—Briefing item only.

A2.4.8.3. "F"—Familiarization item; proficiency is not required. The operations group commander or equivalent operations function determines whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A2.4.8.4. "P"—Proficient; crewmember has achieved the required proficiency level.

A2.4.8.5. "S"—Satisfactory; crewmember has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.6. "U"—Unsatisfactory; crewmember was previously proficient, but has regressed or progress is unsatisfactory. **Note:** Once a crew member has received "P" for an event, the only subsequent grade allowed is either "P" or "U." Any event graded "U" requires an associated remark on AF Form 4023.

A2.4.9. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A2.4.10. Total Number Accomplished. Total of the number of repetitions actually accomplished.

A2.4.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task has a performance standard designated for the required proficiency level the crew member is required to achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system or identified in the AFMAN 11-2MDS-specific volume. For those weapons systems that do not have any RPL list, all events have an RPL of "3" for performance and "C" for knowledge (if knowledge standards

are used in addition to performance standards). **Exception:** One-time events required for familiarization and not listed in the MTL and ESD or specific AFMAN 11-2MDS volume do not have performance and knowledge standard assigned. Performance and knowledge standards are listed in [Table A2.1](#)

**Table A2.1. Event and Task Standards.**

<b>Event and Task Performance Standard</b>		
<b>Code</b>	<b>Performance is:</b>	<b>Definition:</b>
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy, and safety.
<b>Event and Task Knowledge Standard</b>		
<b>Code</b>	<b>Knowledge of:</b>	<b>Definition:</b>
A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject, and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject, and when used with a performance code, can determine step-by-step procedures for sets of activities
C	Analysis, and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject, and when used with a performance code, can describe why and when each activity will be done and tell others how to accomplish activities

D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject, and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.
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## **A2.5. Instructions for the AF Form 4025, Aircrew Summary / Close-Out Report.**

A2.5.1. For each formal training program leading to qualification, to include secondary method training, a summary and close-out report are completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information.

A2.5.2. Squadron commanders and operations officers will ensure comments on this form do not reflect personnel opinions or biases. **(T-2)**. All comments are supported by information contained in the AF Form 4023, 4024, or training guides as applicable. At formal schools, the instructor will accomplish the AF Form 4025 and the unit commander's signature is optional. **(T-2)**. After one year, training offices may retain a copy of the AF Form 4025 in organizational files until the individual PCSs; the crewmember's training folder (AF Form 4022) and all other records may be returned to the individual.

## **A2.6. Aircrew Training Guides.** If available, use aircrew training guides (TG) for training programs.

A2.6.1. Units may produce TG when the ATS contractor is unable to provide them. TG is developed in accordance with AFI 36-2670, *Total Force Development*. Coordinate TG development through appropriate MAJCOM with an information copy sent to AMC/A3T. TGs may be used in lieu of the AF Form 4022. TGs may be placed in the AF Form 4022 but are not required. Units may elect to use a more durable binder or folder as a substitute for the AF Form 4022.

A2.6.2. Initiating TG. Training and resource management personnel in each unit will initiate a TG on crew-members prior to their entering any phase of qualification training. **(T-2)**. Units may elect to use TGs as reference only and utilize AF Form 4023 and subsequently, the AF Form 4024 or GTIMS equivalent to document the completion of each training event.

A2.6.3. Use of TG. Specific instructions for annotating training are included in each TG. TG is maintained in accordance with [paragraph A2.1.1](#)

A2.6.3.1. Active status TG is carried by the student during all training and operational missions and made available to the instructor for review and annotation. The student will review the TG and initial the training progress record prior to the next training period. **(T-2)**.

A2.6.3.2. Complete the training progress record portion of the TG in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress record. **(T-2)**. Trainees will not be recommended for an evaluation if a TG required event is incomplete or requires corrective action. **(T-2)**.

A2.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart will accomplish required training for those areas not requiring an instructor. **(T-2)**. Annotate applicable training information in the TG.

A2.6.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is needed, the unit commander or operations officer will annotate deficient areas on reproduced pages of the appropriate TG and training progress record. **(T-2)**. This TG insert is placed in the AF Form 4022 and used to document completion of additional training.

A2.6.3.5. At the conclusion of training, when all requirements of the TG are met, fill-out an AF Form 4025 in accordance with [paragraph A2.5](#) Maintain completed TG and associated AF Form 4025 in an inactive training folder according to [paragraph A2.1.1](#)

A2.6.3.6. Do not maintain the TG in the FEF.

#### A2.6.4. Review Procedures.

A2.6.4.1. Instructors and students will review the TG after each training period and discuss training accomplished, problem areas, and immediate goals. **(T-2)**.

A2.6.4.2. The flight commander or squadron training representative will conduct a monthly review of TGs. **(T-3)**. This review is indicated by entering initials and date in the review block of the TG.

A2.6.4.3. The squadron commander or operations officer will review active TG at least once each calendar quarter and prior to an evaluation. This review is a separate entry on the TG and includes comments on weak areas and upgrade potential. Indicate review by signing the instructor-trainer block of the training progress record and enter "quarterly review" in the training period identifier block.

A2.6.4.4. Records of crewmembers not receiving training, but in an active status, will be reviewed monthly and quarterly as indicated above. **(T-2)**. If applicable, the statement, "no training accomplished during this period," the reason why, and the projected date when training resumes are entered on the student's training progress record.

#### A2.6.5. Disposition of TG.

A2.6.5.1. Place completed TG in an inactive training folder or AF Form 4022 and maintain according to [paragraph A2.1.1](#)

A2.6.5.2. Formal schools retain copies of the aircrew training records on incomplete trainees for 6 months.

### A2.7. Instructions for the AMC Form 4031.

A2.7.1. The AMC Form 4031, CRM/TEM Skills Criteria Training/Evaluation Form, supports specific data analysis to ascertain the CRM/TEM proficiency of aircrew members via an aggregate analysis database query system. In addition to providing leaders and Training Managers with an assessment of aircrew CRM/TEM proficiency, the data provided by the AMC Form 4031 helps to determine if the CRM/TEM skills and techniques taught are effective and sufficient.

A2.7.2. The form also provides aircrew members with indications of their CRM/TEM proficiency, areas for improvement, and beneficial CRM/TEM techniques. Completed for individual crewmembers (all crew positions) in accordance with AFI 11-290\_AMC Supplement, the AMC Form 4031 will only be accomplished by qualified simulator training contractors, qualified aircrew instructors, and aircrew evaluators.